

UCEN PROGRAMMING COMMITTEE FUNDING REQUEST

Mission of the UCen Governance Board Sub-Committee for Programming

- I. The committee shall strive to provide and co-sponsor programs in the UCen that will complement, but not compete with, the existing array of programs offered by the A.S. Program Board.
- II. The committee, in conjunction with A.S. Program Board, shall be responsible for maintaining the goal of the UCen to have art displayed in the building, including artwork in the permanent art gallery space of the new expanded University Center.
- III. The committee shall focus primarily on programs that cultivate diversity, enrich culturally and stimulate intellectually. Through its programming efforts, the committee's priority is to strive to create an atmosphere in the UCen which is sensitive to cultural issues and which invited participation by all campus community members in the ongoing understanding and appreciation of cultural diversity.
- IV. The committee shall provide programming which involves participation by the various departments within the University Center to foster an awareness and understanding of the UCen as a diverse, yet cohesive and comprehensive center of campus activity.
- V. The committee shall work closely with the UCen Administration Office to schedule and implement any programming in the UCen.

What you should know:

1. Applications must be submitted **at least 10 working days prior to your event** in order to be considered. **No exceptions.** Applications will not be accepted post event.
2. Any registered campus organization or campus department may apply for funds.
3. Unless your organization is affiliated with Associated Students, you must meet with Richard Jenkins of the Office of Student Life prior to turning in your application. He can be reached at 893-4551.
4. Your organization may only receive funding once per academic quarter.
5. Events should be open to the campus community.
6. Senior projects and classroom activities are ineligible for funding.
7. Organizations planning separate events during or as a part of a Cultural Week are requested to group their requests so that they may be considered as one. The organization responsible for a Cultural Week will be given priority over organizations responsible for a single event during the Cultural Week.
8. If funding for an event is granted, the UCen Programming Committee must be listed as co-sponsor on any programs or advertisements.
9. Co-sponsorship funding averages \$500 per event and \$800 per Cultural Week.
10. The Programming Committee will consider requests for events taking place in the UCen, including the MCC, GSA Lounge, and outdoor areas immediately adjacent to the UCen including Friendship Court, Lagoon Plaza, the Lagoon Lawn/Stage and Storke Plaza.
11. The Programming Committee does not fund banquets, graduation ceremonies/parties and events not advertised and/or not open to the public.

How to apply:

1. Complete an application for co-sponsorship. **Please be sure to complete all sections.**
2. Return your completed application to the UCen Administration Office **a minimum of 10 working days before your event.**
3. A representative from your organization will be invited to present your proposal at the meeting at which your proposal is to be discussed. **Attendance is mandatory.**

Contact:

Gary Lawrence
UCen Administration, Room 2264
Santa Barbara, CA 93106
Phone: 893-4463

APPLICATION FOR CO-SPONSORSHIP

Date Received: ____/____/____ Already met with Richard Jenkins? _____

Please complete all requested information, and return this form with an itemized budget attached at least three weeks prior to your even date

To: UCen Programming Committee Contact Name: _____
Phone: () _____ Email: _____
Today's Date: _____ Organization: _____
Purpose of Organization: _____
Event Title: _____
Type of Event: _____

Please describe the nature and focus of the event, as well as the goal and target audience:
(use additional pages if necessary)

Dates: _____ Time from/to: _____
Anticipated Attendance: _____ Admission Fee: _____
Event Location: _____

Please describe you promotion and publicity plan: _____

Are you seeking other funding sources? If so, please identify and not whether amount of contribution requested or confirmed:

Name:	Contribution:
_____	_____
_____	_____
_____	_____
_____	_____

****Please make sure to complete Budget Form****

