
MULTICULTURAL RESOURCE CENTER



DEPARTMENTAL FUNDS REQUEST APPLICATION

Address: 135 West Lorain Street
Wilder 208
Oberlin, OH 44074
Telephone: (440) 775-8802
Fax Number: (440) 775-6848
Website: www.oberlin.edu/mrc
E-Mail: mrc@oberlin.edu

MRC FUNDS REQUEST GUIDELINES

Application Process:

All persons, organizations, and departments requesting funds must complete an application. **Applications will be considered incomplete without the following components:**

- ✓ MRC Funds Application Form
- ✓ Budget Summary
- ✓ Funding Summary
- ✓ Statement/Rationale that includes the following:
 - a description of the event.
 - how the program fits with the mission of the MRC.
 - how the program fulfills the funding criteria outlined below.
 - how the program will benefit the greater Oberlin College community.

Persons requesting funds for individual projects must make an appointment with the MRC staff.

The total funds requested **may not exceed \$300.**

Submit completed applications to an MRC Community Coordinator in Wilder 208. Applications must be submitted no later than **the Tuesday at least two weeks prior** to the date of the event. This time will be used by the MRC staff to review the application and request more information if needed. Applications are reviewed bi-monthly on the second and fourth Wednesdays when classes are in session. An MRC staff member will contact you when a decision has been reached.

Criteria for funding decisions:

The MRC will fund events and activities that fulfill our mission and benefit the greater Oberlin College community.

Individuals, organizations, departments, seeking MRC funds must demonstrate a significant investment of their own resources in events for which they are seeking MRC funding.

Priority is given to those applicants who demonstrate reasonable efforts to collaborate with other individuals, organizations, and/or departments in substantive ways that exceed requesting funding. (Examples: planning or implementing programming in partnership, space sharing, creation of publicity, etc.)

What the MRC will NOT fund:

The MRC will not fund programs that conflict with its own programs or with other programming that it has already committed to funding.

The MRC will not fund events/programs/conferences that take place outside the academic year.

The MRC will not fund ExCo classes or projects solely related to classroom work.

The MRC will not fund costumes for performances/concerts/shows.

MRC FUNDS APPLICATION

Department _____

Contact Person _____

Office Address _____

Phone _____ Email _____

Event Title _____

Date _____ Time _____ Location _____

Target Audience _____ Estimated Size of Audience _____

Total Amount Requested from the MRC (up to \$300) _____

Account Number (Please include 15-digit number) _____

Signature _____ Date _____

MRC USE ONLY

Date of Review: _____

Approved

Unapproved

Need More Information

MRC Funds Granted: \$ _____

MRC Contact Person: _____

Comments:

BUDGET SUMMARY

Please complete this form or attach budget following this format.

Honorarium/ Fees \$ _____

Transportation \$ _____

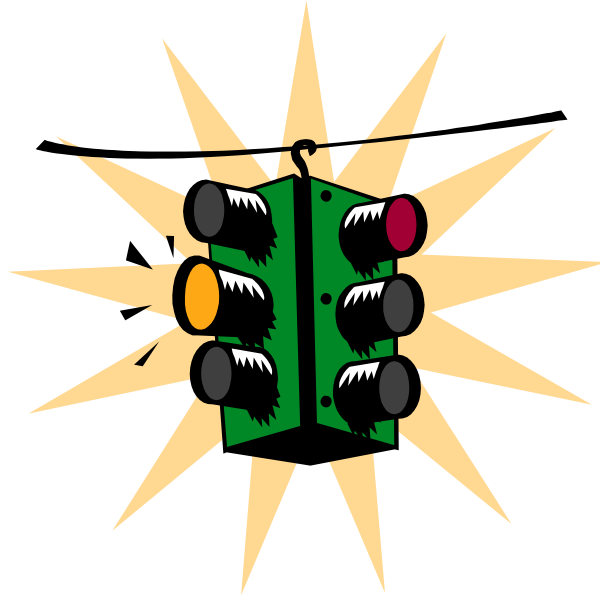
Hospitality \$ _____

Other Services/Expenses:

_____ \$ _____

_____ \$ _____

TOTAL : \$ _____



STOP!

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 - How the program fits with the mission of the MRC.
 - How the program fulfills the MRC's funding criteria.
 - How the program will benefit the greater Oberlin College community.

Before you turn in your final funding request, please double-check to make sure that it includes all of these components. Incomplete applications will not be considered.