Engaging Global Perspectives

Request for Program/Event Funding

The Center for Global Engagement offers mini-grant funding for campus members and campus groups to implement educational programs or events that broaden and enhance the engagement of global perspectives on campus.

Please submit your completed application to the Center for Global Engagement, mail code 6400 or email to global@callutheran.edu

Please complete the following:

Contact name: _____________________________ Email: ______________________@callutheran.edu

Hosting department or campus group: ________________________________________________

Phone# (_______) _______ - _________ Mail code (if applies) ________________

This application is for: ___ A new program/event
___ A program/event that has been done in the past

Program/Event title: _________________________ Proposed date: ______/_______/20____

Proposed time: ________________________ Proposed location: ___________________________

Anticipated attendance: ______ Total amount requested: $_______ Needed by: _____/_______/20____

On a separate sheet of paper, please present a detailed program/event proposal that includes the following:

1. **Purpose/Description**: Provide a statement of purpose and briefly describe the program/event and how it can enhance the engagement of global perspectives on campus.

2. **Proposed budget**: Provide an itemized list of expenses and an estimated total cost. List any other sources of funding or potential sources of funding.

3. **Responsible parties**: Provide a list of people who are involved in the planning and implementation of the program/event and their contact information.

4. **Marketing plan**: Briefly describe how the program/event will be marketed to the campus community. *CGE must be listed as a sponsor on all marketing if funds are granted.*