

GUIDELINES FOR ORGANIZATIONS APPLYING FOR FUNDING FROM THE COMMISSION ON LESBIAN, GAY, BISEXUAL AND TRANSGENDER EQUITY

The Commission on Lesbian, Gay, Bisexual and Transgender Equity serves to improve the climate for lesbian, gay, bisexual and transgender members of the Penn State Community through examination of current policies and practices, and through the initiation and promotion of initiatives that will result in a more equitable environment. Any funding received from the Commission must be used to promote the mission and goals of the Commission. To help ensure equitable distribution of available funding, the commission will consider funding requests up to \$500.

- Requests should be made at least six weeks in advance of the event to ensure prompt consideration.
- Requests should be sent to the Commission office located at 234 Grange Building.
- The Commission on Lesbian, Gay, Bisexual and Transgender Equity must approve all requests.
- The Executive Committee will inform the membership of requests during full membership meetings.
- Detailed descriptions of the event and how the money will be used must be provided at the time of funding request. Funding request forms can be found on our website at <http://www.lions.pus.edu/clgbte/>.
- After the event is completed, an organizational representative will report to the Commission about attendance, program success, and the ways in which monies were spent.
- Unused monies will be returned to the Commission.
- The Commission must be mentioned in all advertising of the event or program.
- The University copyright editor must approve any graphic art that is used to promote the event.

PROJECT FUNDING REQUEST FOR STUDENT ORGANIZATIONS

Organization Name _____

Contact Person _____

Campus Address _____ Phone _____

Title of Project _____

Brief Description _____

Tangible outcome of project which corresponds to the vision of the Commission: to improve the climate for diversity within the University dealing with issues affecting the welfare of the lesbian, gay, bisexual and transgender members of the University community:

Reasons funding is being sought from Commission (as opposed to another funding source):

Amount of Request: \$ _____
(attach detailed budget)

Date(s) during which funds will be used _____

Funds from other sources supporting this project (List amounts and whether request for funding has been approved or proposed):

<u>Source</u>	<u>Amount</u>	<u>Proposed or Approved</u>
_____	_____	_____
_____	_____	_____

Supporting information may be attached to this request.