OFFICE OF MULTI-ETHNIC STUDENT AFFAIRS
TROTTER MULTICULTURAL CENTER
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"To promote student development and empower the campus community around issues of diversity and social justice through the lens of race and ethnicity."

Welcome Week & Year-End Initiatives Grant and
Student Enrichment & Opportunity Grant
2009-2010

CHECKLIST

Please do not turn in this sheet with your proposal. Review Pre-Proposal Checklist and ensure that items are completed before submitting proposal. Keep sheet and revisit after event and ensure Post-Event Checklist items are completed within 30 days of project date.

Pre-Proposal Checklist

- ☐ Read the funding information provided on the MESA Funding Opportunities website, including FAQ's
- ☐ Proposal follows outline provided
- ☐ Proposal submitted within at least 21- 28 days of program date
- ☐ Sample advertising materials (with MESA/Trotter logo) attached to proposal

Post-Program Checklist

- ☐ Submit Post-Event Report within 30 days of program date
- ☐ Submit account of expenses that total amount awarded within30 days of program date
- ☐ Submit copies of receipts within 30 days of program date
- ☐ Showcase program at MESA/Trotter's Fall **or** Winter/ Spring Project Fair

(for your use – please do not submit this page with application)

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Welcome Week & Year-End Initiatives Grant
and
Student Enrichment & Opportunity Grant

APPLICATION COVER SHEET

Directions: Complete all sections below. Please type your response and include this as the cover sheet to your proposal, along with all supporting documentation. Email to mesatrottergrants@umich.edu. No faxes or paper copies will be accepted.

Date: Nov 23, 2010

Type of Grant: SEO Grant

Title of Proposed Project: The 21st Annual SCOR Conference

Project Date & Time: March 11-12,2011 Project Location: Rackham Building

Name of Student Organizations: Student of Color of Rackham (SCOR)

Name of Organization Representative: Yi Wang

ywng@umich.edu (campus email) 734-417-6579 (phone)

Project/Grant # (Begins with U or C, and 6 digits):_____

Organization's Shortcode: 936131

Budget Amount Requested: $ $500 (up to $500)

Office Use Only

Date Received _____

Date Reviewed _____

Date Clarified _____

Date Notified _____

Post Event Report Submission

- Summary of Event ☐
- Itemized Budget ☐
- Copy of Receipts ☐
- Flyers or Pictures ☐

Name of Organizations
Title of Project

I. ORGANIZATION HISTORY AND MISSION

[Provide a brief history the organization and describe the organization's mission, vision, values, and goals.]

II. SUMMARY OF PROPOSED PROJECT

[This section should include the description and purpose of the program. Specifically answer: Why is the project important? What issues does the program address? Provide evidence of the program's emphasis on educating the broader community about issues of social justice and diversity. Also, include details on the program structure and a discussion on the impact this program will have on the campus community.]

III. RELEVANCE TO MESA MISSION AND CRITERIA

[Describe how your program will advance MESA/Trotter's mission statement. Use the following questions as a guide to relate your project to MESA/Trotter's mission: How does your project promote student development? How does your project empower students around issues of social justice? How does your project address issues of race and ethnicity?]

IV. PROJECT GOALS

[What do you want to accomplish from your program? Please list 3-5 goals.]

V. PROJECT EVALUATION

[Thoroughly explain the manner in which the program will be evaluated (i.e. through survey, questionnaire, email follow-up, etc.).]

VI. PUBLICITY STRATEGY

[Describe how you will publicize your event and include samples of email, flyers, etc. Note: MESA/Trotter logo should be clearly on all advertising material, if awarded funding. Include space for MESA/Trotter logo in your samples. If granted funding, the actual logo will be emailed to you.]

VII. TARGET AUDIENCE

[Identify the various constituents (i.e. student groups, campus offices/units, outside community, etc.) the proposed project hopes to target.]

VIII. ESTIMATED TIMELINE

[Explain your program's timeline, and describe the purpose of each event or activity in proposed project, if applicable. Also, include an outline of the planning stages necessary to execute the proposed project.]

IX. PROPOSED BUDGET

[**List the specific expenses grant funds are intended for if funding is approved by the Committee.** All revenues must be listed; this includes all sources of funding (anticipated or requested funds, fund raising, admission/ticket sales, and in-kind services). Itemize all projected costs or expenditures (be very specific). Use categories and then include for each item the cost per item, quantity per item and total cost for the item. Total all expenditures. Your expenditures and revenue should be equal. Please include other funding sources. Budgets must have 4 columns: Item description (Venue, Supplies, etc), cost of the item, Quantity, and total cost. Include your proposed funding request.]