

The Kraft Family Fund FOR Intercultural and Interfaith Awareness

 COLUMBIA UNIVERSITY
Office of the University Chaplain

FALL SEMESTER 2018

The Kraft Family Fund for Intercultural and Interfaith Awareness administered by the Office of the University Chaplain (OUC) encourages recognized student groups at Columbia University* and Barnard College to collaborate on projects that promote intercultural, interfaith, and ecumenical awareness and understanding across the University. The Kraft Family Fund seeks to encourage recognized student group collaboration in order to generate events and programs that foster a cross-cultural and/or multi-faith exchange.

Who is eligible to apply for a Kraft Family Fund grant?

- Eligible projects bring together at least two recognized student groups from Columbia/Barnard who are in partnership and collaboration. The groups are often cultural or religious groups, though this is not required.
- The program should explore unique relationships between a combination of culture, faith, and identity. The program should advance intercultural, interfaith, and/or ecumenical understanding on campus.
- The portion of the program to which funding will apply must occur on campus.
- All program events are open to all students and members of the Columbia University community.
- All events receiving OUC funding must be alcohol free.
- All applications must be submitted at least ten-business days prior to the event.
- Priority will be given to new initiatives; annual, reoccurring, or previously funded events will only be considered in rare circumstances.
- Generally, the OUC is best able to support programs that occur between Monday-Friday, with few exceptions. If the date proposed for an event is changed after an application is approved for a grant, the event may no longer be able to be supported.
- The Kraft Family Fund for Intercultural and Interfaith Awareness does not support fundraising initiatives and/or benefit events.
- In order to be inclusive and assure that all Kraft events are open for all students to attend, events that occur on major religious holidays will not be considered since large numbers of Columbia communities will be unable to attend.

What is the application process?

- One representative from each of the collaborating groups must meet with the Office of the University Chaplain staff for a joint meeting, at least 48-hours prior to submission, to discuss the proposal and each group's role in producing the event. Please email kraftfund@columbia.edu to schedule this meeting.**
- The application has a rolling deadline but we strongly recommend that the applications are submitted by October 8, 2018;** thereafter, applications will be accepted with priority granted to the ones submitted prior to the deadline. Completed applications are to be submitted electronically to kraftfund@columbia.edu or Room 203 in Earl Hall. **Cutoff date for any event is December 10, 2018 (whose application must be submitted by December 1st).**
- Once student group leaders have met with OUC staff and submitted the final application, the application will be complete and reviewed by a committee of OUC staff and student peers.
- Only completed applications will be considered; no program will be funded retroactively.

-Note: Application submission does not guarantee fund approval or space usage in Earl Hall or St. Paul's Chapel.

Questions? Contact the Office of the University Chaplain at kraftfund@columbia.edu

*University affiliates --Teacher's College, Union Theological Seminary and Jewish Theological Seminary-- are not eligible

Examples of previously funded innovative group collaborations:

- Several different faith-based groups hosted a food exchange where students from 25+ cultures around the world shared a special dish and discussed food and culture.
- The Sikh and Hindu student groups collaborated to host a workshop on identity formation and tolerance.
- The Episcopalian and Conservative Jewish communities visited one another's services and hosted a lunch on the similarities and differences of their traditions.
- Several groups sponsored a conversation on "Sabbath" and how it is observed among different traditions.

Those applicants whose proposals have been accepted are required to:

- Admit at least four representatives from the OUC who will be given free admission to the event. When possible, a representative will speak briefly to introduce the event.
- Include the logos for the [Office of the University Chaplain](#) and the [Kraft Family Fund](#) on all advertising materials for your event. Prior to the event, submit electronic copies of an invitation and flier to the Office of the University Chaplain at kraftfund@columbia.edu.
- Within one week** of the completion of your event, a member from each group must submit an evaluation of the event. This evaluation should describe the event. The evaluation should also examine several aspects of the event, such as a certain issue that was of particular personal interest, audience feedback, logistics, follow-up plans, and/ or the lessons imparted by the overall presentation. Photographs are particularly helpful in addition to your reflection.

If you have further questions, please contact us at kraftfund@columbia.edu or you may stop by Room 203 in Earl Hall.

How funding works:

- All funds are reimbursements into recognized student group accounts. Individuals are not reimbursed and funds are not provided prior to an event.
- Reimbursing a student group's fees directly: ChartString. If a student group pays for something out of their own budget, the OUC can reimburse those funds by using the student group's ChartString, or account number.
- Honorariums can be paid for guest speakers/artists. *Please work with your student organization's Advisor(s) to work through the payment process and guidelines in advance.*
- Please note that the Kraft Fund does not cover any University internal vendor service (e.g. UEM, Facilities, Printing Services, etc.).
- All approved expenses are reimbursed when receipts and invoices are provided to the OUC. Reimbursement is transferred into a group's account by providing the group's ChartString.
- Please write "**OUC Kraft Family Fund**" on top of all your payment requests and receipts.

Reimbursable receipts and all supporting documentation must detail your expenses. Final reimbursement is not allocated until our office receives your event invitation, advertisement, evaluations, and receipts.

Please complete the following application (Steps 1-3) and submit to the Office of the University Chaplain in 203 Earl Hall or submit electronically to kraffund@columbia.edu

STEP 1: GENERAL INFORMATION

Please print. All sections must be complete before your application will be reviewed.

If you have more than three groups collaborating on this project, attach an additional sheet and provide the same information requested below including ChartStrings and signatures.

Project Information			
Project Title			
Proposed Project Date, Time, Location Provide a secondary option if first choice is changed <i>NOTE: approved programs that change their date beyond these two options may forfeit their Kraft grant</i>	Preferred Date: Optional: Secondary Date:	Preferred Time: Secondary Time:	Preferred Location: Secondary Location:
Short Description of Project			
Group Contact Information			
Group			
Governing Body (SGB, SGA, ABC, etc.)			
Group's Email			
Contact's Name		Signature	
Contact's Email		Contact's Phone	
Advisor's Name		Signature	
Advisor's Email		Advisor's Phone	
ChartString	<i>A ChartString must be provided by the advisor for efficient transfer of funds.</i>		
Group Contact Information			
Group			
Governing Body (SGB, SGA, ABC, etc.)			
Group's Email			
Contact's Name		Signature	
Contact's Email		Contact's Phone	
Advisor's Name		Signature	
Advisor's Email		Advisor's Phone	
ChartString	<i>A ChartString must be provided by the advisor for efficient transfer of funds.</i>		
Group Contact Information			

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Group			
Governing Body (SGB, SGA, ABC, etc.)			
Group's Email			
Contact's Name		Signature	
Contact's Email		Contact's Phone	
Advisor's Name		Signature	
Advisor's Email		Advisor's Phone	
ChartString	A ChartString must be provided by the advisor for efficient transfer of funds.		

STEP 2: DETAILED PROJECT DESCRIPTION

Please provide a full description of the project's goals and how it relates to the objectives of the Kraft Family Fund for Intercultural & Interfaith Awareness, as well as details on how each collaborating group is expected to be involved in the project, include all administrative offices, and outside funding sources. Remember, the primary mission of the Kraft Family Fund is to foster intercultural and multi-faith exchange, increasing understanding on campus. Project descriptions are usually 1-2 pages in length. *(Please attach additional pages as necessary.)*

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STEP 3: ESTIMATED BUDGET

REVENUE

Description of Funding Source <i>(e.g. fundraising, co-sponsorships, administrative offices, or outside sources)</i>	Amount	Status	Contact (Name, Phone, Email)
e.g. XYZ Fund	\$100 (example)	R	Jon Doe, x3-7000, jd2000@columbia.edu
1.	\$		
2.	\$		
3.	\$		
4.	\$		
5.	\$		
Total Revenue:	\$		

Use key to describe status:

Allocated = (A) (Funds already committed)

Projected = (P) (Funds already committed; not yet received)

Requested = (R) (Funds requested; not confirmed)

EXPENSES

Description <i>(Please specify sources for estimates, e.g. advertising, room rental, travel, etc.)</i>	Amount	Actual or Estimate	
e.g. XYZ expense	\$ 50 (example)	<input checked="" type="checkbox"/> Actual	<input type="checkbox"/> Estimate
1.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
2.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
3.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
4.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
5.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
6.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
7.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
8.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
9.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
10.	\$	<input type="checkbox"/> Actual	<input type="checkbox"/> Estimate
Total Expenses:	\$		
Total Expenses (-) Total Revenue:	\$		
TOTAL REQUESTED from the Kraft Family Fund for Intercultural & Interfaith Awareness	\$		

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