AFRICANA RESEARCH CENTER
Request for Co-Sponsorship

Africana Research Center - Brief Mission Statement

The Africana Research Center encourages and supports research and scholarship that (a) enhances the lives of African people across the Diaspora and (b) serves as a catalyst for promoting an enabling environment where cultural production and discourse on diversity can be nurtured to advance the research, teaching and outreach mission of Penn State.

For Spring Semester 2021, your request/proposal must be submitted by the following dates to be considered for funding:

January	due December 10
February	due January 14
March	due February 11
April	due March 18
May	due April 15

Submit your proposal to the Africana Research Center at africanacenter@la.psu.edu. Your organization will receive a response within 5 working days concerning the Director's decision.

CRITERIA FOR SUBMITTING A PROPOSAL FOR CO-SPONSORSHIP

1. Student organizations must have an ASA Account number.

2. Must submit a written proposal to the Africana Research Center
   Proposal/request must include names of officers or contact personnel, along with telephone numbers and e-mail addresses. A description of the event, location and time along with a budget breakdown is required and what the requested funds will be used toward. Listing of other co-sponsors must also be included with funding amount.

3. The attached signature sheet must be submitted with your proposal/request.

4. Africana Research Center must be listed as co-sponsor on all fliers and promotional materials.

5. Must submit a copy of your flyer to the ARC prior to the event.

ADDITIONAL REQUIREMENTS WHEN SUBMITTING A PROPOSAL FOR FUNDING

1. Must include Associated Student Activities (ASA) account number written on the proposal, if request is for a student organization.

2. A detailed budget including other funding resources your organization will use.

Proposals/requests will be evaluated on the following:

- o Strength of program concept
- o Strength of program to meet student/campus interest/need
- o Program's alignment with the mission of the ARC
- o Logistical strength of program (is there proper time to plan, are logistics well thought through)

Proposals must include the following:

1. Program/Event name
2. Date, Time, Location
3. Brief Description of program
4. Goal of Program
5. Target Audience of Program & Usefulness to campus
6. Detailed budget
7. List of other organizations, co-sponsors involved
8. Brief outline of plan for marketing the program
9. Requested funding amount

July 1, 2020

** The ARC is not obligated in any way to provide funding if all criteria are not met**

PennState
College of the Liberal Arts

AFRICANA RESEARCH CENTER

EVENT CO-SPONSORSHIP SIGNATURE SHEET
(required for student organizations only)

Name of Event: _____

Date of Event: _____

Name of Organization: _____

ASA Account Number: _____

President: _____
             Printed Name   Signature   Date

Vice President: _____
             Printed Name   Signature   Date

Secretary: _____
             Printed Name   Signature   Date

Treasurer: _____
             Printed Name   Signature   Date

Advisor: _____
             Printed Name   Signature   Date

Primary Contact Person: _____
                          Name   Telephone   E-mail