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:

- Strength of program concept
- Strength of program to meet student/campus interest/need
- Program's alignment with the mission of the ARC
- 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**
**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