

INTERNATIONAL PROGRAMMING FUND (IPF)

APPLICATION GUIDELINES

The University recognizes the important role international and cross-cultural student groups play in supporting President Levin's goal of making Yale "a truly global university – educating leaders and advancing the frontiers of knowledge." The programs and activities of these groups make vital contributions to the promotion of international awareness and cross-cultural understanding in the Yale and New Haven community. In recognition of the importance of these endeavors, Linda Lorimer, Vice President and Secretary of the University has made a significant contribution to the International Programming Fund (IPF), which will allow the IPF fund to support a larger number of organizations and activities.

To apply for these funds, please follow the guidelines as outlined below:

- Clubs must be registered with Yale through Yale College, the McDougal Center, the OISS or the appropriate school office. Only the president, secretary or treasurer of an organization, as listed on the official registration, can submit a funding request.
- Events must be open to the entire Yale community.
- When funds are granted from the IPF for a specific event, the Office of International Students & Scholars (OISS) must be noted as a sponsor on all promotional materials.
 - A copy of the promotional flyer/advertising must be forwarded to the OISS for posting **prior** to the event.
 - The event also needs to be publicized on OISS-L (email announcement to oiss@yale.edu by the Tuesday prior to your event) and on YaleInternational@yahoogroups.com (to send a message on this listserv, you must first be subscribed. To self-subscribe, send a blank email to YaleInternational-subscribe@yahoogroups.com).
- Groups can apply for a **maximum of \$500 per academic year**. This can either be for one single event or a combination of smaller events. Special circumstances may be considered.
- All awarded funds must be used for the purposes for which they were allocated.
- IPF funds cannot be used towards honorariums, airfare & accommodation reimbursements, alcohol, or capital items

APPLICATION CHECKLIST

- Complete *Request for International Programming Fund – Budget Outline Form*. Incomplete applications will not be considered.
- Be sure to describe your proposed event in detail – include not only the purpose and activities of your event, but also, how many participants you expect, whom you expect to attend, how and where you will publicize your event, etc. You should also be sure and note where else you have requested funding assistance. Preference will be given to requests that have multiple sources of funding.
- Submit completed request **at least two weeks prior to your proposed event**
- You will be notified of your funding award within one week of your application submission.

REIMBURSEMENT CHECKLIST

For groups awarded funds from IPF, the following must be submitted **within 3 weeks** after the event in order to get reimbursements:

- original** itemized receipts (copies are not acceptable) for approved expenses
- a *Follow-Up Report* of the event

Failure to submit receipts and follow-up report could result in the forfeiture of the granted funds.

Please direct submissions to the attention of:
Warrena Wilkinson
via email at warrena.wilkinson@yale.edu

Office of International Students & Scholars
421 Temple Street (International Center)