Student Event Funding Application

Guidelines:

The Tamer Center for Social Enterprise at Columbia Business School is focused on training the next generation of leaders to address social and environmental challenges.

To further this goal, the Tamer Center is committed to providing funding for a select number of student-run events across Columbia University, Barnard and Teachers College each year related to social innovation and social entrepreneurship. The intended audience for events should be students, and student groups providing programming for other students will be given priority. Funding can only be applied to event-related costs that take place on Columbia University premises (on campus, which includes Barnard, UTS, Teachers College etc). Applications will be reviewed on a rolling basis and funding will be determined on a case-by-case basis.

Events that have received support and funding include workshops, design challenges, pitch competitions, conferences, lunch-and-learns, site visits, career preparation opportunities, and startup accelerators, among others.

Approved events may receive partial financial support, and budgets may include (but are not limited to) catering and event supplies (exceptions may apply). Once accepted, a member of the Tamer Center team will meet with your team to review and approve expenses before you make any purchases. Please note that University approved vendors are required.

Instructions:

Please fill this form out completely and email it to the Tamer Center. Applications are due no less than 6 weeks prior to the event.

Events awarded funding are expected to send the Tamer Center the following, within 2 weeks of the conclusion of the event:

1. Pictures of the event, with captions
2. Participant survey results (if applicable) and/or attendee feedback
3. A brief (2-3 paragraph) recap of the event
4. Speaker notes (if applicable)
5. Vouchers with approved vendors should be used where possible. Otherwise, all itemized receipts reflecting approved award expenses are required. All expenses not submitted within 2 weeks may not be reimbursed.

Application:

Event Title:

Date(s):

Organized by:

Funding amount requested:

Contact information for the student organizer(s) *(name, email address, and phone number)*:

Start and end time(s) of event *(if not confirmed, please list potential dates/times)*:

Event location *(confirmed, or are you looking for assistance booking a venue?)*:

Please briefly describe the event, including the theme, objectives, and how it relates to social entrepreneurship:

Who is the anticipated audience? Please describe in general terms who and how many may attend:

Is there a fee for participants to attend the event? If so, what is the fee?

How will you collect RSVPs (Qualtrics, OrgSync, etc.). Please note that for events that are for students across campus or the general public, OrgSync is not recommended.

Is the event open? Or, will attendees need to apply to attend? If applicable, how will participants be selected?

Do you have any confirmed speakers, presenters, etc.? If so, please list their name, affiliation, and role in the event. If not, are you looking for suggestions for professionals in this area?

If applicable, which internal groups or departments of the School (Alumni Relations, Career Management, research centers, etc.) are included in organizing this event? Are you working with any external organizations to host this event?

Please provide a projected budget (additional attachments are also accepted). Will the funds you receive from the Tamer Center be supplemented by additional financial support from your group or from other sources? If so, please include source, amount, and what the funds will be used to cover.

How will the Tamer Center sponsorship be acknowledged?

What is the team’s plan for publicizing, executing and following-up on this event? Please provide a summary planning schedule (additional attachments are also accepted):