



Center for Latino Arts and Culture / Centro Latino De Arte y Cultura

Rutgers, The State University of New Jersey
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CLAC Student Activities Allocation Program Guidelines

The Center for Latino Arts and Culture was established in 1992 to advance, research and document arts and humanities scholarship, artistic production and cultural traditions of Latinos in the United States, the Caribbean and the Americas. The Center sees the arts and culture as the impetus for educational change, bridging communities and improving the quality of life for students, faculty and the community at large.

In order to apply for funding, please complete the entire application. Incomplete applications will not be considered. The Center has discretion as to whether or not to fund a project/program regardless of whether it meets the criteria set forth in these guidelines. The criteria for funding are:

- ◆ Event must create bridges across two or more culturally diverse groups through planning and/or outreach
- ◆ Event must enhance awareness of Latino arts and culture among the Rutgers community
- ◆ Event must demonstrate sound planning in terms of program budget, logistics, promotion, and evaluation

Other factors that the Center will consider in making its decision are your organization's mission, purpose, and record of previous funding from CLAC. Depending on the scope of the program and how well it matches our funding criteria, the Center will fund up to 35% of total program expenses. However, CLAC funding must be matched from other sources. Eligible expenses are speaker and artist fees, travel, marketing and promotion, and production fees. Wages of labor are not eligible for funding.

Organization: _____

Contact Person: _____ **Title:** _____

Mailing Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

Mission Statement and Purpose (or attach a copy): _____

University Account: _____ **Funding Request Amount: \$** _____

SAC/OFSA Advisor: _____ **Phone:** _____

RU Staff /Faculty Advisor: _____ **Phone:** _____

Contact Person Signature: _____ **Date submitted:** _____

Name of Organization: _____

Title of project/program: _____

Project Date(s): _____

1) Please provide us with a brief description of the project/program. (Attach biographical information about speakers and artists on additional sheets if necessary.)

2) How does your project connect two or more culturally diverse groups? Name the groups, explain the connection, and describe estimated attendance.

3) How will your project increase awareness, appreciation, and understanding of Latino arts and culture among the Rutgers community?

4) Describe your plans for program fundraising, promotion, and evaluation.

Name of Organization: _____

Title of project/program: _____

PROGRAM BUDGET

PROGRAM EXPENSES

TOTALS

THESE ITEMS ARE ELIGIBLE FOR CLAC FUNDING:

Speaker or Artist Fees \$ _____
Travel expenses \$ _____
Production costs (space rental, equipment) \$ _____
Event Promotion (fliers, posters, paid advertisements) \$ _____

SUB-TOTAL \$ _____

OTHER EXPENSES (NOT ELIGIBLE FOR CLAC FUNDING):

Please list

_____ \$ _____
\$ _____
\$ _____
\$ _____

SUB-TOTAL \$ _____

TOTAL EXPENSES \$ _____

PROGRAM INCOME

EARNED INCOME

Ticket sales \$ _____
Other please list

_____ \$ _____
\$ _____
\$ _____
\$ _____

SUB-TOTAL EARNED INCOME \$ _____

CONTRIBUTED (NON-CLAC)

_____ \$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

SUB-TOTAL CONTRIBUTED INCOME \$ _____

TOTAL INCOME (Earned and Contributed; must be at least 65% of the Total Program Expenses) \$ _____

REQUEST FROM CLAC (may not exceed 35% of the Total Program Expenses) \$ _____

TOTAL PRESENTATION BUDGET (sum of Total Income and Request from CLAC) \$ _____