



Institute for Global Engagement  
Office of the Provost

## MULTICULTURAL EVENT SPONSORSHIP PROPOSAL

UH's Institute for Global Engagement will provide limited funding for global events organized by faculty, staff or registered student organizations that further student and faculty engagement in the globalization process of the university. By supporting campus initiatives to present global content, whether academic or cultural, IGE-sponsored global events contribute to our mission to "make every UH graduate a global citizen"--even those who are unable to participate in a learning abroad program during their time at UH.

Examples of an eligible global event are, but are not limited to:

- A visit of an internationally-renown guest speaker, which includes a public program and may include other opportunities for the speaker to interact with students and faculty, such as a luncheon or classroom visit
- A presentation of scholarly research via a panel discussion, symposium or book talk
- A "festival" celebrating a cultural holiday, cuisine, art form or other expression of cultural heritage
- A performance or performances celebrating music, theater or dance of a specific culture, etc.
- A film showing or film festival showcasing filmmakers from countries other than the US.

Interested groups can submit a sponsorship proposal requesting one of the designated levels of sponsorship. Proposals will be evaluated based on the criteria below and should clearly demonstrate how the event will further IGE's mission to increase global and intercultural knowledge and competence in the UH community. Proposal submission and consideration does not guarantee sponsorship. Groups may only submit a proposal once per academic year and sponsorship will be on a one-time basis even if an event is a recurring or rotating event. Groups requesting funds must be affiliated with a UH college or department and be able to provide the appropriate cost center to facilitate the transfer of funds from the Provost's Business Office.

### Criteria

Interested groups seeking sponsorship should consider the following evaluation criteria:

- The event has a clear global, cross-cultural, or multicultural theme
- The event is value adding to UH students, staff, and/or faculty as the target audience.

## **Sponsorship Levels**

Funds will be given in amounts between \$200 and \$400 depending on the need demonstrated by the requesting group. Requesting groups must submit an event budget detailing how the requested funds will contribute to the success of the event.

## **Submission Guidelines**

For event sponsorship consideration, interested groups must submit the included coversheet and a written proposal electronically to [uhglobal@uh.edu](mailto:uhglobal@uh.edu). Proposals should be submitted at least two months prior to the scheduled event for consideration.

The written proposal must clearly outline the following:

- The date, time, and location of the event
- The scope of the event
- The expected reach/audience of the event
- The reasonable expected participation level of the event
- The event budget, detailing the expected use of MES funds
- The name of the affiliated college or department and a contact name and email address
- Please include a copy of the event flyer or promotional material (if applicable)

## **Notification of Sponsorship**

Sponsored groups will receive electronic notification of sponsorship, which must be signed and returned to the Institute for Global Engagement prior to the disbursement of any funds. At that time, the sponsored group will need to provide an invoice or invoices detailing the expense, as well as a Cost Center from the affiliate college or department.

## **Terms and Conditions**

By accepting the funds, UH reserves the right to include the event in its marketing or promotional efforts including but not limited to: shooting photos or video footage; conducting interviews during the event; distribution of tchotchkes or sale of merchandise; request the UH logo be used during the event; and request that UH be mentioned during promotional efforts for the event. Consideration will be given to the type of event and any special requests necessary to carry-out its specific purpose. If the event is canceled and/or rescheduled, notification to the Institute for Global Engagement is required. If the event is cancelled, funding must be returned.

*\*Multicultural Event Sponsorship Proposal Coversheet located on the next page.*



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**MULTICULTURAL EVENT SPONSORSHIP PROPOSAL COVERSHEET**

Event: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Funding Amount Requested: \$\_\_\_\_\_

Affiliate College or Department: \_\_\_\_\_

Affiliate Contact Name & Email: \_\_\_\_\_

Description of event (attach 2<sup>nd</sup> sheet if necessary):

To be completed upon notification of approved sponsorship:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Institute for Global Engagement)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Sponsored Group)