



# Office of Multicultural Affairs Funding Request Form

240 Student Union | Stillwater, OK 74078

405.744.5481 | [oma@okstate.edu](mailto:oma@okstate.edu)

The Office of Multicultural Affairs, as an office of the Division of Institutional Diversity, has available a limited supplemental funding pool for assisting Recognized Student Organizations and academic departments for programs that promote diversity and inclusion. Due to the limited availability of these funds, an application/evaluation process has been established. These requests will be reviewed on a bi-weekly basis, and therefore applications should be submitted 4 weeks in advance of the event to receive full consideration. Please note, if you are granted funding, all money will be disbursed AFTER the event. After event completion, each applicant/group must write a one-page summary of the event and how the funding was utilized and provide a copy to OMA. If this step is not completed, no future funding will be approved.

Please follow the below instructions:

- **All applications must be typed.**
- **Include a list of all students' names and campus identification numbers in your group who will benefit from funding.**
- **All of the listed students must have a minimum 2.75 GPA.**
- **Include printed copies of any drafts publicity materials.**
- **Submit your application at least 4 weeks in advance of the event date.**

**Organization Name**

**Requester Name**

**Requester Phone**

**Requester E-mail**

**Requester GPA**

**Advisor Name**

**Advisor Phone**

**Advisor E-mail**

**Advisor Campus Address**

**Event Title**

**Event Date**

**Event Time**

**Event Location**

**Target Audience**

Please return completed forms to the Office of Multicultural Affairs in 240 Student Union, Stillwater, OK 74078. For questions about the application process or the status of your request, call the Office of Multicultural Affairs at (405)744-5481. Recipients of Institutional Diversity or OMA Funding will be expected to include our logo on publicity materials for the program.

**Purpose of Event**

**Organizational Mission**

**Statement of Need**

## Event Budget

<b>Honorarium and Travel</b>	
Honorarium	
Flight	
Hotel	
Rental Car/Mileage to/from airport	
<b>Publicity</b>	
Printing of Flyers	
A-Frames	
Ad in O'Colly	
<b>Location</b>	
Room Cost	
Catering	
A/V Equipment	
<b>Miscellaneous Expenses</b>	
Food and Drinks	
<b>Total Budget</b>	<b>\$</b>

Additional Funding Requests  
(pending and/or approved):  
Office/Organization

Amount Requested      Amount Approved

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Approval

\_\_\_\_\_  
Date

### For Office Use Only

\_\_\_\_\_  
OMA Director Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
AVP of Institutional Diversity Approval

\_\_\_\_\_  
Date

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