



Funding Request Form

oma@okstate.edu

Each year the Office of Multicultural Affairs receives allocated money from the Division of Institutional Diversity. These funds are intended to be used in part to assist recognized student organizations housed under the division with activities, events, conferences, competitions, and special projects occurring during the current academic school year. Funding requests are presented to the Associate Vice President of Institutional Diversity for approval via submission to the oma@okstate.edu email account. Funding requests will be reviewed bi-weekly; therefore, applications should be submitted **no later than 15 business days** in advance of the event to receive full consideration.

PLEASE NOTE: Organizations granted funding are required to submit an **After Action Review** (AAR) within two weeks of the event. The AAR should describe what went well, what could be improved upon, and if the organization achieved the activity's goals. A simple one-page report is acceptable. If this step is not completed, no future funding will be approved.

Please follow the below instructions:

- **All applications must be typed.**
- **Submit via email to oma@okstate.edu no later than 15 business days in advance of the event to receive full consideration.**
- **Submit After Action Review within two weeks of the event**
- **Include digital draft of any publicity materials. If application is funded, include OMA Logo on all promotion material.**

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

Purpose of Event

Organizational Mission

Statement of Need

Event Budget

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

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

Amount Requested Amount Approved

Requester Signature

Date

Advisor Approval

Date

For Office Use Only

AVP of Institutional Diversity Approval

Date

For questions about the application process or the status of your request, call the Office of Multicultural Affairs at (405)744-5335.