

## Funding Allocation Guidelines

Columbia Health (CH) makes available \$6,000 per year (\$3,000 per fall and spring term) to assist with the funding of student group events and activities, with individual groups able to request between \$250-1,000 per event. For funding requests under \$250, groups may contact [individual departments](#) within Columbia Health, but may only receive funding from one of those departments per event. Funding is available to registered student organizations from Columbia University and affiliates who are required or eligible to pay the Columbia Health Fee. Groups seeking funding from Columbia Health should complete and submit the Funding Allocation Application at least four weeks prior to the planned event. Applications are reviewed on a rolling basis.

Funding may be requested for events (including logistics, speaker fees, accommodations, and materials) or travel (including registration, travel, and lodging) that meet the following criteria:

- Events meet or exceed all University event guidelines and requirements
- Activities are relevant to one or more department within Columbia Health and meet the department's mission (see [www.health.columbia.edu](http://www.health.columbia.edu) for more information about Columbia Health)
- Events addressing health information are based on sound evidence and science
- Event supports the mission of Columbia Health
- Event does not promote alcohol or other drug use or unsafe/unhealthy activities
- Events have action based outcomes listed in the application. Basic awareness events will not be funded.
- Events and activities that promote critical thinking, healthful and thoughtful decision-making about health-related and life issues, and/or risk reduction are encouraged
- Funding will not be provided for the purchase of alcohol, cash prizes, off-campus advertising, salaries, and capital expenses
- Funding for food must be used to provide balanced and healthier choices

Event is accessible to participants with disabilities and all marketing material contains the approved disability statement

If alcohol will be available at events, the following criteria must be met:

- Alcohol will not be the focus of the event
- Distribution of alcohol must meet all university guidelines
- More than snack food must be available at no cost to event participants
- Alcohol may not be included in event advertising
- Attractive non-alcoholic beverages must be available in equal quantities
- Information about the responsible use of alcohol must be placed by the alcohol serving location(s)
- The organization must have designees who do not drink during the entire event and will manage alcohol distribution and any related behavior at the event

### Additional Information

CH will make a reasonable effort to have at least one staff member attend events and activities it sponsors. In-kind donations of marketing materials will be determined on a departmental basis. Student groups with which Columbia Health has formal, standing relationships with (i.e., CU-EMS, Stressbusters, SHAC, Men's Peer Education, etc.) do not need to follow this protocol, but should instead discuss funding issues with the Director of department with which the group is affiliated. For more information or questions about the guidelines, please contact [healthcomm@columbia.edu](mailto:healthcomm@columbia.edu).

## Funding Allocation Application

Name of Event:

Proposed Date, Time, & Location of Event:

Contact Name:

Contact Phone:

Contact Email:

Student Organization Name:

Advisor Name:

Advisor Signature:

Organization Account Number:

Account Administrator Name & Email:

Expected number of attendees:

Amount requested from Columbia Health: \$

Will alcohol be available at this event?  Yes  No

Other Event Sponsors:

**On a separate sheet, please respond to the following:**

1. Provide a description of the event, including its purpose and goals.
2. Describe how this event will help to advance the health of students at CU.
3. Submit a full budget breakdown that includes all expenditures and the amount of money requested/received from other sponsors.
4. Describe how the funds being requested from Columbia Health will be used.
5. If alcohol will be available at the event, describe how your organization will meet the criteria for alcohol availability at Columbia Health-supported events and how you will ensure responsible use of alcohol at the event.
6. Describe how your event will be accessible to participants with disabilities (e.g., wheelchair accessible location, print materials available in large print, interpreters, etc.) Please note that all marketing materials for your event must include the following statement: Students needing disability accommodations in order to attend/participate in this event must contact Disability Services at (212) 854-2388 or [disability@columbia.edu](mailto:disability@columbia.edu).

**Please submit this form and supplementary information to [healthcomm@columbia.edu](mailto:healthcomm@columbia.edu).**

**If you have any questions, please call (212) 854-2284.**