

Global Badger Experience Grant (GBE Grant) Policy Manual

International Student Services, University of Wisconsin-Madison



International
Student Services
UNIVERSITY OF WISCONSIN-MADISON

GLOBAL BADGER EXPERIENCE GRANT

Version 2019 – 2020 Academic Year

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Purpose

The Global Badger Experience Grant (GBE Grant) supports global engagement and intercultural exchange by helping to fund events, held by Registered Student Organizations (RSOs), that have the potential for campus-wide impact.

The GBE Grant budget is funded by the Office of the Chancellor, the Division of Student Life, the Office of the Provost, and the Vice Chancellor of Finance and Administration in recognition of the vital roles played by RSOs in enriching the campus community through events and activities.

The GBE Grant is administered centrally through the International Student Services (ISS). The mission of ISS is to contribute to the successful experience of all international students studying at the University of Wisconsin-Madison by providing vital services and programs. Furthermore, ISS strives to advance the internationalization of campus and community by providing dynamic leadership and resources.

Grant Eligibility Requirements

1. To be eligible for the GBE Grant, RSOs need to first [apply for an ASM Event Grant](#) during the semester in which the requested GBE Grant funds would be used, and accord with one of the following situations:

- 1) An RSO which has received an ASM Event Grant for their event may apply for the GBE Grant to supplement their funding for eligible purchases for the same event.
- 2) An RSO which has been rejected for an ASM Event Grant for their event may apply for the GBE Grant to fund eligible purchases for the same event.
- 3) An RSO which has applied for an ASM Event Grant and been scheduled for a hearing may apply for the GBE Grant for eligible purchases for the same event.
- 4) An RSO which has already been awarded an ASM Event Grant once during the semester may apply for the GBE Grant to fund another event that will take place during the same semester.
- 5) An RSO may apply for the GBE Grant to fund eligible purchases when ASM Event Grant is closed.

***Because food cannot be funded by ASM, if you are applying for a grant to cover the costs of food only, these conditions do NOT need to be met.**

***Because cohosted events cannot be funded by ASM, if you are applying for a grant to cover an event cohosted by two or more RSOs, these conditions do NOT need to be met.**

Documentation of ASM Event Grant Application status must be included in the GBE Grant application.

If applications are submitted simultaneously and approved for both the ASM Event Grant and the GBE Grant, funding must come from ASM.

2. In addition to the ASM Event Grant requirement, **all of the following conditions must be met to be eligible for the GBE Grant:**

- 1) Event must be held by a **current Registered Student Organization**
- 2) Event must be **free of charge** and **open to all** students on campus
- 3) Event must provide a **clear benefit to international students** at UW-Madison **OR a plan for the full inclusion of international students** in the event and all corresponding activities
- 4) Event must be educational and **meet at least one of our Mandatory Event Objectives**
- 5) Event must be held at an **accessible location**
- 6) Event has a **marketing plan, with event promotion starting at least two weeks in advance**
- 7) RSO agrees to **include the GBE Grant logo on all promotional materials**, making sure that the logo is sized appropriately and can be easily seen and read
- 8) RSO agrees **to record attendance** using an **ID Card Scanner loaned from ISS**
- 9) RSO takes measures to **ensure fiscal accountability** when planning for the event to **keep costs reasonable**
- 10) **Applications must be submitted in time for the deadline** that is **at least one full month before** the event is scheduled to be held
- 11) RSO agrees to submit **at least two high-quality photos after the event**. Photos may be used by ISS for outreach and promotional purposes and should feature student engagement at GBE Grant-sponsored events.

3. If the RSO is organizing a series of events with the sponsorship of the GBE Grant, the requirements above apply to every single event.

Mandatory Event Objectives

GBE Grant sponsored events must provide out-of-classroom learning experiences that further campus internationalization and cultural understanding by developing a more inclusive, respectful, and globally-aware campus environment.

Applicants **must demonstrate** how GBE Grant-funded events will achieve **at least one of the following two GBE Grant objectives**.

Objective 1) Global Engagement and Cultural Understanding.

Applicants must demonstrate educational components with clear learning goals, and with the aim of expanding attendees' cultural knowledge, introducing new perspectives, and/or fostering intercultural dialogue.

Examples of ways RSOs can meet this criterion include: presentations, performances or demonstrations with explanation as to the activity's cultural significance, introducing attendees to culturally relevant cuisine with explanation of ingredients and cultural significance, film screenings, intercultural discussions, workshops, and more. Events without clear learning components will not be considered.

Objective 2) Development of International Community.

The event aims to establish cross-cultural connections among students of various backgrounds through a variety of educational programs, for example, workshops, discussions, and community-building activities. Applicants must indicate concrete strategies for guided interactions and provide detailed descriptions of:

- How a GBE Grant-funded event will actively engage multicultural students in building an international community and creating a more inclusive campus.
- How the event supports multidirectional intercultural learning. The focus must be on the **exchange** of information and **multidirectional** learning.
- How the funded event will encourage this learning and interpersonal interaction to continue after the event is over. The presence of students from different ethnic, national, and/or cultural backgrounds at an event in and of itself does not constitute a focus on international community development.

Examples of ways RSOs can meet this criterion include: navigating cross-cultural discussions, facilitating icebreaker activities that allow students from different backgrounds to meet each other, intentionally creating diverse teams of students to participate in games or athletic events, etc.

GBE Grant Review Committee will look for a thoughtful explanation on how requested funds would be used to address the above-listed points and encourages RSOs to collaborate to achieve the objectives.

Collaboration among RSOs

GBE Grant encourages RSOs to work with each other to hold events that provide multiple perspectives to global engagement and cultural understanding, and/or foster integration within the student body. RSOs do not need to apply for an ASM Event Grant for a cohosted event* but must meet the rest of the requirements mentioned previously. To apply for the GBE Grant as a group, only one of the hosting RSOs needs to submit the application.

***A cohosted event is an event planned, managed and marketed by two or more RSOs.** Simply inviting other RSOs to participate in the event DOES NOT meet the definition.

To support the collaboration, **if an event is cohosted by two or more RSOs, the funding limit for that event will be higher** than the same event hosted by a single RSO (see “Amount Limitations,” p.4).

Amount Limitations

RSOs can **receive at most three grants OR a total of \$1,750 per semester** – whichever is reached first.

The **funding limit per event for a single RSO hosted event is \$1,250**, and the **funding limit for a cohosted event is \$2,000**. For a cohosted event, while no single RSO will be awarded more than \$1,250, RSOs can indicate how they prefer to split the funding in the application. Although only one RSO needs to submit the application, once approved, all cohosted RSOs are considered granted and must also comply with the \$1,750 per semester policy.

ISS-affiliated RSOs

ISS-affiliated RSOs are eligible to **receive at most three grants OR a total of \$2,250 per semester** – whichever is reached first.

The **funding limit per event for a single ISS-affiliated RSO hosted event is \$1,750**, and the **funding limit for a cohosted event is \$2,000**. For a cohosted event, while no single organization will be awarded more than \$1,750 (for ISS-affiliated RSOs) or \$1,250 (for non-ISS-affiliated RSOs), RSOs can indicate how they prefer to split the funding in the application. Although only one RSO (does not have to be the ISS-affiliated RSO) needs to submit the application, once approved, all cohosted RSOs are considered granted and must also comply with the \$2,250 (for ISS-affiliated RSOs) or \$1,750 (for non-ISS-affiliated RSOs) per semester policy.

GBE Grant Funding Criteria

- 1) Food*
- 2) Honoraria (fee for service)
- 3) On-campus printing
- 4) Advertising costs
- 5) Space reservation fees**
- 6) Equipment rental
- 7) Movie license fees***
- 8) Program supplies (one-time use only)
- 9) Transportation and accommodations at the State rate for performers, guest speakers, etc.

*Please click the link <https://www.bussvc.wisc.edu/howto/purch/catering.html> for more detailed information about the catering policies.

**Off-campus location will only be considered if the event invites non-UW guests, performers, and/or speakers. Special event insurance may be required depending on the facilities and event types.
http://www.bussvc.wisc.edu/risk_mgt/brochure.html.

***RSOs must demonstrate effort in engaging discussion among the participants in the movie appreciation events to ensure the educational value of the events.

Events and Items that Cannot Be Funded

Events that fall under any of these categories will not be funded:

- 1) Discriminatory events on the basis of gender, gender identity, religion, race, nationality, or sexual orientation
- 2) Affiliated to a political party
- 3) Posing significant physical or mental risk to participants
- 4) Not inclusive of the campus community
- 5) Violating the university's Student Code of Conduct policy
- 6) Involving drugs and/or alcohol
- 7) Revenue-generating/fundraising activities*
- 8) Events without a substantive educational or cultural component

*Depending on the situations, exceptions may be made if the items are sold at their original costs; in other words, no profit should be generated from the sales.

Some items cannot be purchased with University funds. Here are several examples:

- 1) Expenses that occur prior to the approval of the grant application
- 2) Salaries, stipends, wages, and/or other types of compensation*
- 3) Gifts and/or prizes for students or RSOs
- 4) Home-cooked food
- 5) Major equipment purchases
- 6) Fireworks
- 7) Weapons or look-alike weapons
- 8) Gambling equipment
- 9) Donation and financial aid
- 10) Legal services
- 11) Student travel expenses
- 12) First-class airfare for speakers, performers, trainers, etc.
- 13) Transportation to/from an event not hosted by the applicant
- 14) Taxes that are applied to payments (for example, from the Wisconsin Union)
- 15) Direct reimbursements to students, and/or student organizations

* Tips up to 10% will be covered for delivery and up to 20% will be covered for catering.

Grant Application Procedure and Deadlines

Applicants **must submit the application in time** for the deadline, which is **at least one full month before the event**. We strongly encourage RSOs to apply earlier if possible, because **late submissions will not be reviewed** by the GBE Grant Review Committee. Please see the chart below for deadline reference:

2019 - 2020 Academic Year

Meet this deadline	For an event on and after
August 15th	September 6th
September 1st	October 1st
September 15th	October 15th
October 1st	November 1st
October 15th	November 15th
November 1st	December 1st
November 15th	December 15th*

Meet this deadline	For an event on and after
December 15th	January 15th
January 1st	February 1st
January 15th	February 15th
February 1st	March 1st
February 15th	March 15th
March 1st	April 1st
March 15th	April 15th
April 1st	May 1st

* In general, all events have to take place during the period which the campus has classes. Events happening during the winter break will only be considered on a case-by-case basis.

The GBE Grant Review Committee consists of four student representatives and three staff members. This committee will meet the Friday following each application deadline to review the qualified applications. By the following Monday, RSOs will be notified whether the grant application has been approved, approved with conditions, or rejected by the committee. If the application is approved with conditions or rejected, RSOs will be provided with suggestions on how to modify the application to reach full approval, if possible. In cases where deadlines fall on Thursdays or Fridays, the Committee reserves the right to reschedule the meeting to ensure sufficient time for application review.

Requirements for Grant Recipients

Use of Funds

When an application is approved, RSOs are only permitted to use the Grant funds as approved by the GBE Grant Review Committee. **Any unapproved purchases made will not be covered** by the Grant and will be the responsibility of the purchaser. Failure to comply with this provision may result in disqualification of approved and future applications for the remainder of the semester. Invoices and payments will not be processed if they are submitted more **than 30 calendar days** after the event, or after the **fiscal year deadline – the last business day of June**.

Global Badger Experience Grant Logo

Grant recipients are required to include the GBE Grant logo on all promotional materials, such as printed flyers, posters, and images used for web and social media promotion. Failure to include this logo may result in grant revocation. **RSOs are NOT allowed to stretch, distort, or change the color of the logo. The logo should be big enough so that the ISS logo is also readable.** Logo file can be downloaded from the GBE Grant website: <https://iss.wisc.edu/global-badger-experience-grant>

ID Scanner Attendance Tracking

Grant recipients are required to use an ID Card Scanner loaned from the ISS office to track attendance at all GBE Grant-funded events. The **Scanner Loan Agreement Form must be signed** and submitted to ISS when the scanner is picked up from the office.

ID scanners help speed up the sign-in process, as students only need to show their student ID cards (WisCards) to provide necessary information. Students who forget their student IDs **may sign in manually on paper or electronic devices**, as long as their names and emails are provided. Any paper sign-in sheets must be uploaded to the GBE Grant Post-Event Form on Win.

Scanners may be picked up from ISS (Room 217, Red Gym) during office hours. They must be returned before ISS closes on the business day following the event.

ISS Office Hours

Monday, Tuesday, and Wednesday: 9:00 a.m. – 4:30 p.m.

Thursday and Friday: 9:00 a.m. – 4:00 p.m.

Historical attendance figures will be taken into account by the Review Committee when RSOs submit future grant applications. Submitting inaccurate data or forgetting to track the past attendance will negatively impact the chances of receiving funding in the future.

Fines and Procedures for Late, Damaged, or Lost Scanners

If the scanner is not returned by the due date and time, grant recipients' status as a Registered Student Organization, including all rights and privileges, may be temporarily revoked by the Center for Leadership and Involvement.

If the scanner is not returned by the due date and time, the student who checked out the scanner will personally be charged a fine of \$10 per business day. If the scanner is not returned for 10 business days, the unit will be considered lost and the student who checked out the scanner will personally be charged the \$200 replacement cost. If the unit is damaged, a fine may be assessed up to the replacement value to the student who checked out the scanner.

Post-Event Requirements

RSOs are required to **submit the Post-Event Assessment Form within two weeks of the event**. Itemized receipts along with other required documents including the flyers, event agenda, event photos, etc. needs to be submitted on time to officially end the grant process. **Please note that receipts must be itemized.** Receipts showing only the total amount spent without including an itemized list of goods and/or services purchased cannot be accepted.

Reservation of Rights and Violation Policies

Grants are provided on a first-come first-served basis, and applications will be accepted until funds are exhausted. Right to decision-making on all grant applications is reserved exclusively for the GBE Grant Review Committee, and this funding policy is subject to change.

Dishonesty or omission of information on the application, and/or any violations of the policies above will result in funding revocation. The GBE Grant also reserves the right to freeze or revoke the funding at any time if the awarded RSO is found to be in violation of the Code of Conduct issued by Committee on Students Organizations (CSO).

RSOs with a record of revocation will be suspended from applying for the GBE Grant for the remainder of the current and full upcoming semester. A report will also be filed to the CSO for violations of Code of Conduct.