



International  
Student Services  
UNIVERSITY OF WISCONSIN-MADISON

# GLOBAL BADGER EXPERIENCE GRANT

## **Global Badger Experience Grant Policy Manual**

*International Student Services, University of Wisconsin-Madison*

**2020 – 2021 Academic Year**

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# ABOUT THE GRANT

## 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).

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 essential roles RSOs play in enriching the campus community through events and activities.

The GBE Grant is administered centrally through 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 offering vital services and programs. Furthermore, ISS strives to advance the internationalization of campus and community by providing dynamic leadership and resources.**

## Eligibility

**Requirement 1:** RSOs **first** need to apply for an **ASM Event Grant**\* during the semester the requested GBE Grant funds would be used **UNLESS** they are applying for a grant to:

- cover the costs of **food only**
- cover an event **co-hosted** by two or more RSOs

\*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.

**Requirement 2:** RSOs must be in **one** of the following situations:

1. You have received an ASM Event Grant for your event and want to **supplement** your funding with the GBE Grant.
2. You have been **rejected** for an ASM Event Grant for your event and want to apply for the GBE Grant to fund the same event.
3. You have applied for an ASM Event Grant and have been scheduled for a **hearing**.
4. You have already been awarded an ASM Event Grant once during the semester and want to apply for the GBE Grant to fund **another event** during the same semester.\*
5. ASM Event Grant is **closed**, and you want to apply for the GBE Grant to fund your event.\*

\*If your RSO is in situation #4 or #5, requirement #1 does **not** need to be met.

**Requirement 3:** RSOs applying for the GBE Grant must meet **all** of the following criteria:

1. Your event must be held by a **current** Registered Student Organization.
2. Your event must be **free of charge** and open to all students on campus.
3. Your 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. Your event must be **educational**.
5. Your event must be held at an **accessible location**.

6. Your event must have a **marketing plan**, with event promotion starting at least **two weeks in advance**.

\*If the RSO is organizing a series of events with the sponsorship of the GBE Grant, the requirements above apply to each event.

## **Required 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. GBE Grant Review Committee will look for a thoughtful explanation on how requested funds would be used to address the points listed below.

### **Objective 1: Global Engagement and Cultural Understanding**

Applicants must demonstrate educational components with clear learning goals and with the aim of expanding attendees' knowledge of cultures different from their own, introducing new perspectives, and/or fostering intercultural dialogue. Events without clear learning components will not be considered.

Some ways RSOs can meet this criterion: 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, etc.

### **Objective 2: Development of International Community**

The event aims to establish cross-cultural connections among students of various backgrounds through educational programs such as 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 students in building an international community and creating a more inclusive campus.
- How the event will support intercultural learning and **exchange** of information in multiple ways.
- How the event will extend its learning and interpersonal interaction beyond the event and make a lasting impact on the campus community.\*

Some 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.

\*Having students from different ethnic, national, and/or cultural backgrounds at your event without following the steps above for developing international community is not enough to meet this objective.

## **Collaboration among RSOs**

The GBE Grant encourages RSOs to work with each other to hold events that provide multiple perspectives on global engagement and cultural understanding and/or foster campus internationalization. For a **co-hosted event**\* RSOs do **NOT** need to meet Requirement 1 in the "Eligibility" section, and only one of

the hosting RSOs needs to submit the GBE Grant application. A co-hosted event will also have a **higher funding limit** than the same event hosted by a single RSO (see “**Amount Limitations**,” p.5).

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

## **Funding Criteria**

RSOs must **keep costs reasonable** when planning for the event to ensure fiscal accountability.

### **What CAN be funded:**

- Food\*
- Honoraria (fee for service)
- On-campus printing
- Advertising costs
- Space reservation fees\*\*
- Equipment rental
- Movie license fees\*\*\*
- Program supplies (one-time use only)
- 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](http://www.bussvc.wisc.edu/risk_mgt/brochure.html).

\*\*\*RSOs must demonstrate how the movie appreciation events will facilitate engaging discussions among participants to ensure the educational value of the events.

### **What CANNOT be funded\*:**

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

\* This list is not exhaustive. If you have a question about whether an item can be funded or not please reach out to the Global Badger Experience Grant Administrator.

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

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

1. Discriminatory 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. Lacking a substantive educational or cultural component

\*Exceptions may be made if the items are sold at their original prices, and no profit is generated from the sales.

**Amount Limitations**

Refer to the table below for different funding limits for ISS-affiliated RSOs and non-ISS-affiliated RSOs.

	<b>ISS-affiliated RSOs</b>	<b>Other RSOs</b>
<b>Funding limit per semester</b>	three grants <b>OR</b> a total of \$2,250 per semester*	three grants <b>OR</b> a total of \$1,750 per semester*
<b>Funding limit per event</b>	\$1,750	\$1,250
<b>Funding limit for a cohosted event</b>	\$2,000**	\$2,000***

\*whichever is reached first

\*\* While no single RSO will be awarded more than \$1,750, 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 co-hosted RSOs are considered granted and must comply with the \$2,250 per semester policy.

\*\*\*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 co-hosted RSOs are considered granted and must comply with the \$1,750 per semester policy.

**Cancellation Policies**

Failure of RSOs to host GBE Grant funded events may result in **grant revocation** and **automatic rejection** of future applications until the end of the subsequent semester. If your event has to be canceled for any reason, you must contact the GBE Grant Administrator via email at [gbeg.admin@studentlife.wisc.edu](mailto:gbeg.admin@studentlife.wisc.edu) as soon as possible and notify the reason for cancellation. The GBE Review Committee will make a decision on your case and determine your eligibility for future applications.

Under **extenuating circumstances** listed below, however, RSOs can reschedule their event for a different time. Any other unforeseen circumstances will be assessed case-by-case.

- **Guest speaker cancellations:** Some events rely heavily on guest speakers. If your speaker is unable to attend the event due to illness, a family or other emergency, a personal situation, etc. and their absence significantly impacts the success of the event, RSOs must notify the GBE Grant Administrator via email. RSOs will have a week to decide whether they reschedule the event. Another week will be given to set a new date, time, and place if they choose to reschedule. Otherwise, the approved grants will be revoked, and the organization must submit a new application if they want to receive funding for other events.
- **Inclement weather, natural disasters, epidemic, and pandemic:** When the university cancels classes or closes due to any of these factors, scheduled events will automatically be canceled, and the GBE Grant Administrator will contact RSOs. The grants will be transferred when classes or campus operations resume, given that the funds will be used as approved previously. Although there is no need to resubmit their applications, RSOs are responsible for setting a new date, time, and place.

### **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. Decision-making on all grant applications is reserved exclusively for the GBE Grant Review Committee, and this funding policy is subject to change.

The GBE Grant Review Committee reserves the right to freeze or revoke the funding at any time if the awarded RSO is found to be in **violation** of the policies above and the Code of Conduct issued by Committee on Students Organizations (CSO). **Dishonesty or omission of information** on the application will also result in **funding revocation**. RSOs with a record of revocation will be suspended from applying for the GBE Grant until the end of the subsequent semester. A report will also be filed to the CSO for violations of the Code of Conduct.

### **Contact Information**

If you have any questions or concerns regarding the GBE Grant not stated on this policy manual, or if you need further clarification on any issues, please contact the GBE Grant Administrator via email at [gbeg.admin@studentlife.wisc.edu](mailto:gbeg.admin@studentlife.wisc.edu) or via phone at **(608) 265-5219**.

# APPLYING FOR THE GRANT

## Application Procedure

The GBE Grant Review Committee consists of four student representatives and three full-time staff members. This Committee reviews the qualified applications the Friday following each application deadline. By the following Monday, RSOs will be notified whether the grant application has been approved, approved with conditions, or rejected. 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. When deadlines fall on Thursdays or Fridays, the Committee reserves the right to reschedule the meeting to ensure sufficient time for application review.

To access the application for the GBE Grant you need to log in to the **Wisconsin Involvement Network (WIN)** with your NetID and password. Use the link below to fill out an application.

ISS-affiliated RSOs: <https://win.wisc.edu/submitter/form/start/263850>.

Non-ISS-affiliated RSOs: <https://win.wisc.edu/submitter/form/start/263848>.

## Application Deadlines

Applicants must submit the application **at least one full month** before the event. We strongly encourage RSOs to apply earlier if possible, since late submissions **will NOT be reviewed** by the GBE Grant Review Committee. Refer to the table below for specific deadlines.

### 2020 - 2021 Academic Year

For an event on and after	Meet this deadline
September 2nd	August 15th
October 1st	September 1st
October 15th	September 15th
November 1st	October 1st
November 15th	October 15th
December 1st	November 1st
December 15th*	November 15th
January 15th	December 15th
February 1st	January 1st
February 15th	January 15th
March 1st	February 1st
March 15th	February 15th
April 1st	March 1st
April 15th	March 15th
May 1st	April 1st

\* In general, all events must take place when classes are in session. Events happening during the winter break will only be considered on a case-by-case basis.



# REQUIREMENTS FOR GRANT RECIPIENTS

## Use of Funds

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 rule may result in disqualification of approved and future applications. 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.

## GBE Grant Logo Display

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. The logo should be sized appropriately so that **both** the GBE Grant logo and the ISS logo can be **easily read**. Failure to do so may result in grant revocation. RSOs are **NOT allowed to stretch, distort, or change the color of the logo**. Logo file can be downloaded here: <https://iss.wisc.edu/global-badger-experience-grant>

## Attendance Tracking

When events are in-person, grant recipients are required to loan an **ID Card Scanner** from the **ISS office** to track attendance at all GBE Grant-funded events. The **Scanner Loan Agreement Form** must be signed and submitted when scanners are 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.

ID scanners help expedite the sign-in process as students simply need to present their student ID cards (WisCards). Students who forget their student IDs **may sign in manually** on paper or electronic devices by providing their names and emails. Any paper or digital sign-in sheets **must** be uploaded to the GBE Grant Post-Event Form on Wisconsin Involvement Network (WIN).

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 past attendance will negatively impact the chances of receiving funding in the future.

If an event is held in a virtual format a list of student names and wisc email addresses must be submitted to the Grant Administrator as part of the post-event assessment.

**\*ISS office hours may change please check the ISS website for updated hours prior to traveling to the Red Gym.**

## Fines and Procedures for Late, Damaged, or Lost Scanners

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

The student who checked out the scanner will also 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.

## Post-Event Submissions

In order to officially end the grant process RSOs are required to submit the **Post-Event Assessment Form** **within two weeks of the event**. The following items are included in the form.

- Promotional Materials
- Event Photos\*
- Event Agenda
- Attendance
- Itemized Receipts\*\*

\* At least **two high-quality photos** that feature student engagement at the event need to be submitted. Photos may be used by ISS for outreach and promotional purposes for the grant including, but not limited to use of photos on the ISS website, in newsletters and on ISS official social media sites.

\*\* Receipts showing only the total amount spent without an itemized list of good and/or services purchased will not be accepted.