



**Guidelines for Request of
Lang Center for Civic and Social Responsibility
Funding for Student-Initiated Programs or Projects**

GUIDELINES:

- The Lang Center has a limited budget to fund student requests. Requests are considered on a first-come, first-serve basis, and may be granted at a portion of the total requested. The Lang Center will not entertain requests for funding once the available funds have been exhausted.
- The proposed activity must be congruent with the Lang Center’s mission.
- Awards are generally \$50 per request.
- Funds are transferred to a College administrative account, or distributed as scholarship to students who are not acting on the part of a group with a College account (taxable event).
- The Lang Center will not entirely fund any activity.
- Request form for funds must be complete and submitted by email to Delores Robinson at drobins2@swarthmore.edu at least one week before the funding is required (if the group applying has a College account) or with at least two weeks lead time for individuals without College accounts needing a check.
- A decision will be made by the Lang Center Staff, and announced to the requester by email within two days of the request.

NAME OF ACTIVITY: _____

Total amount of funding needed from all sources: \$ _____

Amount requested from the Lang Center: \$ _____

Today’s date: _____ Event Date: _____

Name _____ Class Year _____

Student ID number _____

Phone: _____ Email: _____

Student Organizations involved:

1. _____ Chartered by SBC? Yes/NO Account # _____

2. _____ Chartered by SBC? Yes/NO Account # _____

What other campus entities have been asked to support this event, and if you have already received a response, how much have you been gifted from each? Please list below:

Name: _____ Amount: _____

Name: _____ Amount: _____

Name: _____ Amount: _____