Each year, in addition to its own, direct efforts, the Center for Multicultural Excellence (CME) provides sponsorship for events, programs and initiatives that will clearly advance priorities outlined in the DU Inclusive Excellence Strategic Plan (www.du.edu/cme/pdf/Inclusive_Excellence_2011.pdf)

As you consider applying for support, please review the entire Sponsorship Overview below, to understand the opportunities and limitations of the resources available, as well as the request process.

NOTE: For the 2013-14 academic year, CME funds will ONLY focus on initiatives with off-campus partners. Any on-campus initiatives can seek funding from the newly developed Campus Climate Fund. More information will be posted in September 2013.

Proposals that are academic in nature (e.g., research/creative activities, curriculum and pedagogy development, etc.) should be submitted through IRISE (www.du.edu/cme/incubator.html).

Sponsorships Goal: To encourage increased programming and initiatives that support the DU Inclusive Excellence Strategic Plan.

Objectives:
1. To increase the visibility, develop new and strengthen existing relationships with community based efforts in historically underrepresented communities.
2. To promote and increase college access for members historically underrepresented communities.
3. To promote and increase leadership and career development of members of historically underrepresented communities.

For 2013-14, CME will give priority to programs/initiatives that support the following DU IE Strategic Plan Goals (see link above for details):
   1. College Access and Pipeline (Goal I), for undergraduate students
   2. Serving the Public Good by Positively Effecting Diversity beyond the University (Goal IV)
Available types of sponsorship/support:

- **Financial**: Direct funds and/or on-behalf-of purchases/expenditures up to $1,000.*
- **Staff/Network time and expertise**: Facilitation, advising, consulting, and/or planning support by CME staff, and/or referrals to on/off-campus networks.
- **Event Space**: at the Center for Multicultural Excellence or the larger University of Denver
- **Publicity assistance**: sharing information about your initiatives through our on/off-campus networks
- **Endorsement by CME**: to indicate your event supports the DU Inclusive Excellence Strategic Goals. (If your proposal is accepted for any of the above sponsorships, listing us as a sponsor automatically indicates this endorsement.)

*Available funds are limited, and are intended to support a number and variety of initiatives. Therefore, they typically are awarded in amounts of $100 - $1,000.

**Eligible Recipients are:**

- Community-based organizations whose missions align with CME mission and priorities.

**All initiatives must meet three or more of the following criteria:**

- Provides participants with opportunities to increase awareness, knowledge and/or skills to increase the likelihood they will attend college.
- Addresses topics related to historically underrepresented/excluded groups as it relates to college access with a specific emphasis on immigrant youth and Native American youth.

If your proposal fits with these intentions, please review our specific guidelines and process below to apply.

**CME SPONSORSHIP REQUESTS: details**

The following section details the process and conditions of CME sponsorship; please review all in order to apply.

**SUBMITTING YOUR PROPOSAL**

1. **Proposals must meet one or more of the priorities** set by the Center for Multicultural Excellence. The 2013-14 priorities are Goals I (College Access and Pipeline Programs) and IV (Serving the Public Good by Positively Effecting Diversity beyond the University) of the DU Inclusive Excellence Strategic Plan.
2. **Proposals must be submitted via the online form at least 15 business days (Monday-Friday), or three weeks, in advance** of the event/initiative start unless otherwise arranged.

3. In preparation to complete the online request form, **please have the following information ready:**
   a. Contact person name, phone number and email address
   b. Event/Project summary with clear goal(s) and intended outcomes
   c. Basic plans for assessing the initiative’s success toward its goals and CME sponsoring priorities
   d. Proposed logistical details including date, location, publicity, audience, etc
   e. Proposed budget including projected expense and any projected income (payments from participants, sponsorships from other organizations, etc) details

4. **You will also be required to uphold the following commitments,** should your proposal be sponsored:
   a. The proposed initiative, its goals and activities are designed to further the mission of CME and its sponsorship priorities.
   b. Any significant changes to the overall project/initiative (e.g., audience, schedule, etc) and any desired changes to the amount/use of CME funds must be communicated to CME in writing as soon as possible in advance, ideally 10 business days before the initiative begins.
   c. You will use sponsorship, including any funds, in the manner authorized by CME, unless prior written approval for changes has been obtained.
   d. Funds must be returned to CME if: a) The sponsored initiative does not occur; b) The allocated funds are used for purposes other than those indicated to and approved by CME; c) Initiative expenses are less than the proposed budget and CME funds are not needed; and/or d) The organizer fails to turn in a final report within 30 days from the completion of the project or initiative.
   e. All initiative publicity must list CME as a sponsor by name and/or logo. (Official CME logos can be provided.) **CME must review and approve all publicity before distribution,** and maintains the right to approve any all materials bearing the CME/DU Logo.
   f. A **written final report must be submitted** to CME within 30 days from completion of the project, providing evidence that the initiative has met its goals and CME sponsoring priority(ies).
   g. You authorize CME to use the proposal, publicity and final report (or excerpts) for evaluation, archival and promotional purposes.
   h. **All applicable DU policies apply** to University spaces, funds and affiliates.
i. Dishonesty in the proposal or ongoing communication, and/or failure to keep any of these commitments may result in the immediate rescinding of sponsorship, including funding, and may preclude future sponsorships of you/your group.

If your proposal does not fit the criteria above, you are not able to provide all the requested information, and/or you are not able to make and keep the required commitments, please consider developing it further before submitting or seeking other sponsors instead. While we cannot create your plan for you, our staff may be available to consult with you on developing your idea, suggesting other support sources, etc.

**DECISION TIMELINE & POSSIBILITIES**

You can expect an initial response from us within 10 (ten) business days from the submission date.

So that you can proceed with the initiative and/or pursue other sponsors, we will attempt to provide a decision as quickly as possible. However, we reserve the right to decline requests, to request more information before making any decision, to offer alternative forms/amounts of support (e.g., in kind materials vs direct finances), to set additional conditions on our sponsorship and/or to sponsor the request as submitted.

**IF SPONSORED**

You will be emailed a decision that includes details of the sponsorship and the name of the CME staff member who will serve as your contact.

You will need to discuss/finalize terms and accept the offered sponsorship promptly, and to stay in regular communication with your CME contact to keep us updated about preparations, implementation and follow-up on your initiative.

It is particularly important that you be prompt and thorough with any requested information when CME funds are part of your sponsorship, as University policies and procedures are necessarily strict on required documentation, deadlines, etc.

**TO APPLY**

Once you have read the guidelines above and gathered the needed information, you can complete the online sponsorship request form (via [www.du.edu/cme/sponsorship.html](http://www.du.edu/cme/sponsorship.html))

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