



Worldfest Funding Application Center for Global Education

Worldfest is a longstanding Wheaton tradition that brings cultural events to the wider campus community, and is an important means of achieving global learning goals through cross-cultural programming.

Overall Funding Philosophy:

Worldfest provides funding support to campus organizations and departments to pilot new cross-cultural programming initiatives open to the Wheaton community. Applicants are advised to seek alternative funding sources for events that are recurring or that award academic credit. The limited funds at the disposal of Worldfest are intended to support **new and creative** programming that inspires thoughtful reflection on our responsibilities as global citizens and an appreciation of diverse cultural traditions.

Application Criteria:

- Applications must be submitted at least **3 weeks** in advance of the event.
- Applications should be emailed or mailed to the Center for Global Education, 5 Howard Street.
- If proposals are approved, the event sponsor will need to complete the following steps:
 - **Worldfest logo** and name should be listed on all marketing for the event.
 - Submit copies of all **marketing materials** to the Worldfest Committee.
 - Post the event on Wheaton's on-line calendar at least **1 week** prior to the event
 - Complete an **Event Evaluation Form** upon completion of the event and submit to the Worldfest Committee.

The Worldfest Committee will review all proposals in a timely manner and respond to the event sponsor contact person within **1 week** of the proposal submission date.

Name of Applicant: _____

Email Address: _____ **On-campus Phone:** _____

Organization/Department Sponsoring Event: _____

Date of Proposed Event: _____

Event dates should be scheduled around other large campus-wide events. View Wheaton's on-line calendar at <http://www.wheatoncollege.edu/calendar/> and contact the Office of Events & Conferences at events@wheatoncollege.edu

Location of Event: _____

Title of Event: _____

Description of Event: (Attach a separate sheet if necessary)

Included in the description should be information on participants in the event, an overview of the performance itself, and how the event is consistent with the theme selected for a given year. Please also describe how the event will further cultural learning and understanding among the Wheaton campus community.

Program Budget:

Budgets should include an itemization of costs to be incurred for the event (eg., speaker, musician, travel costs, food, decorations, publicity, etc...). Please also list the amounts requested from other sources on- and off-campus such as SGA Venture Fund, SGA Speaker Fund, Marshall Multicultural Center, or department budgets.

Budget Information: (REQUIRED in order to transfer funds to your department, group and/or organization)

FUND: _____ (6 digits)

ORG#: _____ (4 digits)

ACCOUNT: _____ (5 digits)

Marketing:

Explain how the event will be marketed to Wheaton students, faculty, and staff as well as to the outside community?

The event sponsor should utilize the various avenues for publicity:

- Connect with faculty through classes
- Faculty, staff, and student listservs
- Flyers in campus mailboxes
- On-line Wheaton Calendar
- The Wheaton Wire
- Bulletin Boards in Balfour Hood & Residence Halls

Questions:

If you have any questions regarding funding through Worldfest, please contact the Center for Global Education at x4950.

<p>Center for Global Education 5 Howard Street Office Hours: Monday – Friday, 8:30 pm – 4:30 pm 508-286-4950 (phone) 508-286-4975 (fax) globaled@wheatoncollege.edu http://www.wheatoncollege.edu/Global</p>
