

PAUL ROBESON CULTURAL CENTER

Mini-Grant Proposal Guidelines for Departments

Paul Robeson Center Brief Mission Statement

The Paul Robeson Cultural Center (PRCC) provides programs and services that encourage the appreciation of the many individuals, cultures and communities which comprise the student, faculty, staff, and community population of University Park/State College. The PRCC's primary mission is to emphasize the diversity of the historic, current and future roles of African American culture, reflecting the way in which this diversity intersects, overlaps, and complements the cultures of Latino, African, Asian/Pacific Islander, Caribbean, European, and the Indigenous peoples of America.

The Paul Robeson Cultural Center is glad to co-sponsor and support programs that are reflective of its mission. Grants provided by the PRCC are intended to supplement, not replace, existing sources of funding. Most grants will be small ranging from \$200 to \$500. For academic year 2005-06, only one proposal will be accepted from your department.

CRITERIA FOR SUBMITTING A PROPOSAL FOR COSPONSORSHIP OF HERITAGE HALL

1. Proposal must be electronically submit to the Assistant Director
2. Proposal must be received four weeks prior to the event
3. Proposal should not exceed 2 pages
4. Proposal should be submitted in Microsoft Word Format - 12 size Times New Roman font.

Include the following information in the proposal

1. Name of program or event
2. Contact person's name, telephone number and email address
3. Date, time, and venue of the program
4. Targeted audience and value to campus community
5. A brief marketing plan.

ADDITIONAL REQUIREMENTS WHEN SUBMITTING A PROPOSAL FOR FUNDING

1. Department's budget number
2. A detailed budget including other funding resource your department will use

Evaluation

A panel comprises of the PRCC's staff will review proposals for consideration. The Assistant Director will send you an email of the results.

Expectation Once Approved

1. Paul Robeson Cultural Center must be acknowledged as a cosponsor on all fliers and announcements.
2. The PRCC must receive copies of all flyers and advertisements.
3. The Assistant Director will serve as the PRCC's liaison to the planning committee.
4. The PRCC Facility Manager will serve as the contact for all venue co-sponsorships.

PRCC Contact Information

Toby Jenkins, Director tsj1@sa.psu.edu

Debra Simpson-Buchanan, Asst. Director ddb5@sa.psu.edu

Magdy Taha, Facility Manager mmt6@sa.psu.edu

Mel Coble, Staff Assistant mmc3@sa.psu.edu