

DGP Co-Sponsorship Request

Instructions

Limited DGP funding is available to co-sponsor events from other university groups.

Eligibility requirements are:

1. Request must be made by a DGP student affiliated with the group/event.
2. Events must be open to all DGP students
3. Requests can be made up to \$500, although \$100-\$200 awards will be more typical
4. Groups can make requests for one event per quarter.

Preference will be given for the following requests:

1. Groups that have not received DGP co-sponsorship for other events in the same academic year.
2. Events on/near the Chicago campus. Second preference will be given for virtual events, and least preference for in-person events on the Evanston campus. If you are requesting funding for an in-person event in Evanston, it will be important to show that either Chicago campus students regularly attend this event, or that there is a plan to promote Chicago campus student attendance.

In light of the ongoing COVID-19 pandemic, please note the following about food purchases:

1. Feinberg policy prevents us from paying for food for entirely virtual events.
2. If you are providing food or drink, we recommend providing grab-and-go options or holding your event outdoors.

Form

Submitter Name:

Submitter Program and Year:

Group Name:

Is this group a TGS-recognized student group? Yes No

Event Name:

Event Date, Time and Location:

Event Description:

Amount requested from DGP:

How DGP funds would be used:

If this event has been held before, please provide

Total number of attendees:

Number of DGP attendees:

Please attach any evaluation done after the event.

After the event, please provide DGP with a statement describing the total number of attendees, number of DGP attendees, and evaluation of the event from organizers and/or attendees. Groups which fail to provide this information will not be eligible for DGP funding for the rest of the year. Groups which provide this information will receive priority for funding future events.

Please return this form to DGP Associate Director Pamela Carpentier at pamela.carpentier@northwestern.edu. Please attach any additional fliers or other information that may be helpful.