Dear Student or Organization:

Thank you for seeking funding through the Cornell Women’s Resource Center (WRC). Please be sure that the goal of your proposed event or project is consistent with the mission of the WRC as detailed below:

The mission of the Cornell Women's Resource Center (WRC) is to foster a more vibrant campus community by supporting the full and active participation of women students in both their personal and educational pursuits at Cornell. The WRC champions endeavors that support women’s education, empowerment and advancement at Cornell and beyond. The WRC is dedicated to serving the entire Cornell community with mutual respect, honesty, and openness. The WRC people of all genders coming together to end sexism, along with all forms of oppression and maintaining an environment where all are free to affirm and celebrate their differences and commonalities.

You should also note that the WRC reserves the right to request additional information and to schedule an interview at a mutually convenient time. If awarded co-sponsorship funding, your organization will be required to include the WRC’s name in all publicity as a co-sponsor.

Please be sure to submit your application no later than 3 weeks from the date of your event. However, applications for more than $250 in funding should be submitted 4 weeks in advance of the event. In exchange for any funding greater than $250, we kindly ask that you include the WRC’s name and logo on all promotional materials (including but not limited to flyers, Facebook page, quarter cards) and send the board a follow-up report once the event has taken place. This should include photos of the event, attendance count, total amount of money raised, and some information about the charity that was involved (if applicable).

Co-sponsorship application requests will be reviewed two times per semester. **Deadlines for Fall 2015 are: Monday, October 5th at 5:00PM and Monday, November 16th at 5:00PM.** Please contact us early if you have questions! We are not able to review co-sponsorship requests outside of these dates, so please plan accordingly with regard to your event timeline!

**All funding decisions are subject to the WRC’s budget for co-sponsorship allocations and are made at the discretion of the WRC Executive Board.**

The more detail you provide and the sooner you submit your application, the sooner it will be processed.

Thank you for submitting your application. Applicants are generally notified of the decision regarding their funding application no later than one week before the date of the event. Applicants are welcome to contact the WRC to determine the status of their application if they have not been notified by emailing Daphne Liu (dhl83@cornell.edu) and Shwetha Sethuram (sbs266@cornell.edu).

Sincerely,
The Cornell Women’s Resource Center
Cornell Women’s Resource Center  
Co-Sponsorship Application  
2015-16

Please type or write legibly the answers to the following questions. You may use additional pages if necessary.

1. Please briefly describe your organization and its mission.

2. What is the basic overview of your proposed project? Please include the date, time and location of the event, if applicable. Please note if the event is confirmed or tentative.

3. How and when will your organization be advertising this event? Who is your target audience?

4. What is the expected attendance for the event? Is it open to the public?

5. Does part of your event involve travel? If so, to where and how many people?

6. How does your project meet or support the mission of the WRC, as described on page one? What are the goals of your event, and why do you feel the WRC is the appropriate source to fund it?

7. Will your project be co-sponsored by any other student groups, organizations, or departments? ☐ Yes ☐ No  
   • If yes, which group(s) and what will they be providing for the event?  
   • How much financial support do you already have in place for this event?

8. What amount of financial support are you requesting from the WRC? Please attach a budget for this event.

9. How did you hear about the Cornell Women’s Resource Center Co-sponsorships?

10. If the WRC approves this application, we request that our name be publicized as a co-sponsor on all publicity materials, and that our brochures/materials are made available to those who attend this event/project. It is your responsibility to ensure that WRC brochures/materials are brought to this event. Please initial to accept these requirements. _________

Please type or sign your name:
Email address:
Telephone number:
Date of submission:
Date of event (please submit 3 to 4 weeks before):

Thank you for completing the Cornell Women’s Resource Center Co-sponsorship Application. Make sure that your name is either signed or typed on the application. You may submit the application as an attachment to Laura Weiss, Director, Cornell Women’s Resource Center (wrc@cornell.edu) or deliver to:
Laura Weiss, Director  
Cornell Women’s Resource Center  
204 Willard Straight Hall  
607-255-0015