

ART/WCCF FUNDING GUIDELINES

Mission

The Ann Radcliffe Trust/WCCF in Harvard College exists to raise awareness of women, women's leadership, and women's issues at Harvard and beyond, while emphasizing relevance to the undergraduate students it serves. In the interest of promoting dialogue among students, faculty, administrators, alumnae/i, and prominent women, these objectives guide the Trust's support of interactive events during each year. The fund also supports initiatives that promote the development of Harvard women's leadership, community involvement, and visibility.

General Guidelines for Ann Radcliffe Trust/WCCF Grants

Thank you for your interest in applying for a grant from the Ann Radcliffe Trust/Women's Center Community Fund (also known as ART/WCCF). The following guidelines are designed to help you maximize your chances of submitting a successful application. Please direct any questions about these guidelines to the Harvard College Women's Center (HCWC), at hcwc@fas.harvard.edu.

Eligible Applicants

The ART/WCCF is for recognized undergraduate student organizations in good standing with the Dean of Students Office only. Individual students, unrecognized groups, and graduate school student organizations are not eligible for ART/WCCF grant funding. Please note: Women's Week events have their own funding and are not eligible for additional ART/WCCF funding.

2022-2023 Application Restrictions

The maximum that can be applied for per event during AY23 is \$500.00. The maximum number of events per student organization per round is 2 (TWO). Please make sure to discuss grants with your entire membership before applying and plan accordingly.

Mandatory Review Meetings

All student organizations must send a representative to the online or in person Review Meeting who can speak knowledgeably to both the event and the grant specifics, *especially the budget*. Review meetings are usually the Friday immediately after the application deadline from 2:00-5:00 pm; the sign-up sheet to be reviewed will be made available via email after applications are downloaded. Dates and times of each round's Review Meeting are on the website; we reserve the right to change the published meeting times so always check for a confirmation email after submitting your application.

Important Note about Funding

It is important to consider applying for other grants in addition to applying to the Ann Radcliffe Trust/WCCF. It is rare that the ART/WCCF can cover all the costs of an event, and for that reason, an ART/WCCF grant usually supplements other streams of revenue that have been obtained for a particular project. The advisory board appreciates student organizations that have taken the time and initiative to apply to other grants from any other relevant funding sources, which may include:

- The Undergraduate Council
- The Harvard Foundation
- The Office for the Arts
- The Dean of the College's Student Life Fund
- The Weatherhead Center

Each of these grant programs and all others for which Harvard College student projects are eligible can be found through the College's Common Grant website, at <https://cga.fas.harvard.edu/>, along with information detailing the

parameters of each grant and their requirements. The Common Grant website is designed to minimize the need to create multiple grant applications for the same project, so students should always begin here when seeking funding for a project.

Expenditure Guidelines

The following categories of costs related to student events will be funded in accordance with the project's degree of fitness to the ART/WCCF mission, purpose and goals. A student committee with membership from the Women's Cabinet (a representative body of women's and gender organizations at Harvard College), and HCWC interns review and decide the merits of all 2022-2023 grant applications.

Speaker/Instructor/Consultant (SIC) fees

The maximum allocation for SIC fees from the ART/WCCF will be \$500. These fees may include, but are not limited to, honoraria and gifts. At this time, travel expenses will not be covered.

Food

Per Harvard's COVID-19 Guidelines, we are not funding in person/large group catering and food. If you plan creatively for socially distanced/remote food, we welcome your application with clearly articulated and specific plans. **The maximum allocation that the ART/WCCF will fund food for an event is \$5 per person for snacks/refreshments and \$7 per student for meal expenses (for lunchtime or dinner events).**

Transportation

The maximum allocation for student travel (including bus, T, and taxi fare) is \$200, with most projects receiving less for this expense depending on the merits of the application and its relevance to the ART/WCCF mission. International travel and related costs (meals, lodging, etc.) are not eligible.

Media and Technical Services

The maximum allocation for media equipment rental and technical services that the ART/WCCF will fund is \$200.00. This amount includes delivery and set up costs.

Publicity Materials

The maximum allocation for posters, programs, and other printed or web-based publicity materials will be \$50.00. In support of a green campus, we encourage groups to be conservative when printing programs and day of materials and recycle/reuse as much as possible.

Exclusions

The ART/WCCF will not allocate funding toward any of the following costs:

- alcohol
- costs associated with items sold as fundraisers
- any other costs believed to be inconsistent with the mission and goals of the ART/WCCF

After Your Event is Funded

If your organization is awarded funds, the following items are required to be considered for future funding:

- Completion and submission of the Report for Use of Grant Funding (RUGF)
- Return of any unspent funds to the Women's Center grant pool
- Provide a representative to a future Grant Review Meeting