Global Badger Experience Grant (GBE Grant) Policy Manual

International Student Services, University of Wisconsin-Madison

Contents

Purpose 1
Grant Eligibility Requirements 1
Mandatory Event Objectives 2
Examples of Costs That Can Be Funded By the GBE Grant 3
Events and Items That Cannot Be Funded 3
Grant Application Procedure and Deadlines 4
Collaboration among RSOs 5
Requirements for Successful Applicants 5

Use of Funds 5

Global Badger Experience Grant Logo 5
ID Scanner Attendance Tracking 5
  Fines and Procedures for Late, Damaged, or Lost Scanners 6
Post-Event Requirements 6
Amount Limits and Violation Policies 6
**Purpose**
The Global Badger Experience Grant (GBE Grant) supports global engagement and intercultural exchange by helping to fund events held by Registered Student Organizations that are free and open to all students and/or have the potential for campus-wide impact.

The GBE Grant budget is funded by the Office of the Chancellor, the Division of Student Live, the Office of the Provost, and the Vice Chancellor for Administration in recognition of the vital role played by Registered Student Organizations in enriching the campus community through events and activities.

The Global Badger Experience Grant is administered centrally through International Student Services (ISS). The mission of International Student Services is to contribute to the successful experience of all international students studying at the University of Wisconsin-Madison by providing vital services and programs. Furthermore, ISS strives to advance the internationalization of campus and community by providing dynamic leadership and resources.

**Grant Eligibility Requirements**
1. In order to apply for the Global Badger Experience Grant*, Registered Student Organizations (RSOs) need firstly to apply for an ASM Event Grant in the semester during which the requested GBE Grant funds would be used, and accord with one of the following situations:

   1) An RSO which has received an ASM Event Grant for their event may apply for the GBE Grant to supplement their funding for eligible purchases for the same event.
   2) An RSO which has been rejected for an ASM Event Grant for their event may apply for the GBE Grant to fund eligible purchases for the same event.
   3) An RSO which has applied for an ASM Event Grant and been scheduled for a hearing may apply for the GBE Grant for eligible purchases for the same event.
   4) An RSO which has already been awarded an ASM Event Grant once during the semester may apply for the GBE Grant to fund another event that will take place during the same semester.
   5) An RSO may apply for the GBE Grant to fund eligible purchases when ASM Event Grant is closed.

   *Because food cannot be funded by ASM, if you are applying for a grant to cover the costs of food only, these conditions do NOT need to be met.*

Documentation of ASM Event Grant Application status must be included in the GBE Grant application.

If applications are submitted simultaneously and approved for both the ASM Event Grant and the GBE Grant, funding must come from ASM.

2. In addition to meeting the Grant Eligibility Requirements, **all the following requirements must be**
met:

1) Event must be held by a current Registered Student Organization
2) Event must be free of charge and open to all students on campus
3) Event must provide a clear benefit to international students at UW-Madison OR a plan for the full inclusion of international students in the event and all corresponding activities
4) Event must be educational and meet at least one Mandatory Event Objective
5) Event must be held at a location on campus that is handicap accessible*
6) Event has a marketing plan, with event promotion starting at least two weeks in advance
7) RSO agrees to record attendance using an ID card scanner loaned from ISS
8) RSO takes measures to ensure fiscal accountability when planning for the event to keep costs reasonable
9) Applications must be submitted in time for the deadline that is one full month before the event is scheduled to be held

*Off-campus venues will only be considered on a case-by-case basis, if there is a compelling reason and if the locations are accessible to on-campus students.

3. Two or more RSOs applying for funding to collaboratively host an event may apply for funding directly from the GBE Grant. Please see the “Collaboration among RSOs” section for further details on funding for collaborative events.

Mandatory Event Objectives
Sponsored events must provide out-of-class learning experiences that further campus internationalization and cultural understanding by developing a more inclusive, respectful, and globally-aware campus environment.

Applicants must demonstrate how GBE Grant-funded events will achieve at least one of the following two GBE Grant objectives.

Objective 1) Global Engagement and Cultural Understanding. Applicants must demonstrate educational components with clear learning goals, and with the aim of expanding attendees’ cultural knowledge, introducing new perspectives, and/or fostering intercultural dialogue.

Examples of ways RSOs can meet this criterion include: presentations, performances and/or demonstrations with explanation as to the activity’s cultural significance, introducing attendees to culturally relevant cuisine with explanation of ingredients and cultural significance, film screenings, intercultural discussions, workshops, and more. Events without clear learning components will not be considered.

Objective 2) Domestic-International Student Integration. Integration is an intentional process to create community by fostering engagement between domestic and international students, and creating a foundation for ongoing interaction characterized by mutual respect, responsibility, action, and
Applications focusing on domestic-international student integration must provide concrete examples of:

- How a GBE Grant-funded event will actively engage domestic and international students in building community and creating a more inclusive campus.
- How the event supports multidirectional intercultural learning; how international and domestic students will learn from each other. The focus must be on the exchange rather than the presentation of cultural knowledge.
- How the funded event will encourage this learning and interpersonal interaction to continue after the event is over. The presence of students from both groups (international and domestic students) at an event in and of itself does not constitute an integration-focused event. Rather, the GBE Grant Review Committee will look for a thoughtful explanation for how requested funds would be used to address the above-listed points.

Examples include: Intentionally grouping international and domestic students together for discussions, creating teams of international and domestic students to participate in games or athletic events, facilitating icebreaker activities that allow international and domestic students to meet each other, etc.

### Examples of Costs That Can Be Funded By the GBE Grant

1. Food
2. On-campus printing
3. Advertising costs
4. Space reservation fees
5. Equipment rental
6. Movie license fees
7. Program supplies (one-time use only)
8. Transportation and accommodations at the State rate for performers, guest speakers, trainers, etc.
9. Honoraria (fee for service)

### Events and Items That Cannot Be Funded

Events that fall under any of these categories will not be funded:

1. Discriminatory events on the basis of gender, gender identity, religion, race, nationality, or sexual orientation
2. Affiliated to a political party
3. Posing significant physical or mental risk to participants
4. Not inclusive of the campus community

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1 Definition adapted from *Seeking Best Practices for Integrating International and Domestic Students*, International Student & Scholar Services, University of Minnesota.
5) Violating the university’s Student Code of Conduct policy
6) Involving drugs and/or alcohol
7) Revenue-generating/fundraising activities
8) Events without a substantive educational or cultural component

Some items cannot be purchased with University funds under any circumstances. Here are several examples:

1) Expenses that occur prior to the approval of the grant application
2) Salaries, stipends, or wages, and/or other types of compensation
3) Home-cooked food
4) Major equipment purchases
5) Fireworks
6) Weapons or look-alike weapons
7) Gambling equipment
8) Donation and financial aid
9) Legal services
10) Student travel expenses
11) First-class airfare for speakers, performers, trainers, etc.
12) Transportation to/from an event not hosted by the applicant
13) Taxes that are applied to payments (for example, from the Wisconsin Union)
14) Direct reimbursements to students, and/or student organizations

**Grant Application Procedure and Deadlines**

Deadlines for completing the online Global Badger Experience Grant application are the 1st and 15th of each month during the academic semesters, from August 15th to November 15th in the fall, January 15th to April 15th in the spring, as long as grant funds are available. Applicants must submit their application in time for the deadline that is one full month before their event, however, we strongly encourage applying earlier if possible.

Late submissions will be reviewed after the next deadline period, as long as there is one full month before the event.

The GBE Grant Review Committee consists of four student representatives and three staff members. This committee will meet the Thursday following each application deadline to review your application. By the following Tuesday, you will be notified whether your grant application has been approved, approved with conditions, or rejected by the committee. If your application is approved with conditions or rejected, you will be provided with suggestions on how to modify your application to reach full approval, if possible. In cases where the 1st or 15th deadline falls on a Wednesday, the GBE Grant Review Committee reserves the right to reschedule their meeting during the ensuing week to allow sufficient time for applications to be reviewed and decided upon by committee members. Information about when organizations can expect a response in these rare cases will be posted on the GBE Grant website.
Collaboration among RSOs

GBE Grant encourages RSOs to work with each other to hold events that provide multiple perspectives to global engagement and cultural understanding, and/or foster integration within the student body. To apply for the GBE Grant as a group, only one of the hosting RSOs need to submit an application; RSOs do not need to apply for an ASM Event Grant for a cohosted event, but must meet the rest of the requirements mentioned above.

If an event is held collaboratively, the maximum total amount of GBE Grant funding for that event will be $2,000, while no single RSO will be awarded more than $1,500 or more than 3 grants during one semester, whichever is reached first (see “Amount Limits and Violation Policies,” p.6). RSOs can indicate how they prefer the funding be split among hosting organizations in the application.

Requirements for Successful Applicants

Use of Funds

If your RSO is approved for a grant, please be advised that you will only be permitted to use GBE Grant funds as approved by the GBE Grant Review Committee. Requested funds may not be modified after the application has been submitted and reviewed. Any unapproved purchases made will not be covered by the Global Badger Experience Grant, and will be the responsibility of the purchaser. Failure to comply with this provision may result in disqualification of approved and future applications for the remainder of the semester. Invoices and payments will not be processed if they are submitted more than 30 calendar days after the event, or after fiscal year deadlines.

Global Badger Experience Grant Logo

Successful applicants are required to include the GBE Grant logo on all promotional materials, such as printed flyers and graphics used for web and social media promotion. Failure to include this logo may result in grant revocation. Logo files can be downloaded from the GBE Grant website: https://iss.wisc.edu/global-badger-experience-grant

ID Scanner Attendance Tracking

Successful applicants are required to use an ID scanner loaned from International Student Services (ISS) to track attendance at all GBE Grant-funded events. The Card Scanner Loan Agreement form must be signed and submitted to ISS when the scanner is picked up from the office.

ID scanners help speed up the sign-in process, as students need only to provide their student ID cards (WisCards) instead of spending time to write their names and email addresses. Students who forget their student IDs may sign in on paper, as long as name and email are provided. Using a scanner to track attendance electronically also aides significantly in recordkeeping. After your event, ISS will provide you with a list of attendees and their email addresses for your organization’s records. If you have any surveys or follow-up materials to share with attendees, you can use this list to distribute such resources.
Scanners may be picked up from ISS (Room 217, Red Gym) during office hours. ID scanners must be returned before ISS closes on the business day following the event.

**ISS Office Hours**
Monday, Tuesday, and Wednesday: 10:00 a.m. – 4:30 p.m.
Thursday and Friday: 9:30 a.m. – 4:00 p.m.

**Fines and Procedures for Late, Damaged, or Lost Scanners**
If the scanner is not returned by the due date and time, your group’s status as a Registered Student Organization, including all rights and privileges, may be temporarily revoked by the Center for Leadership and Involvement.

If the scanner is not returned by the due date and time, the student who checked out the scanner will personally be charged a fine of $10 per business day.

If the scanner is not returned for 10 business days, the unit will be considered lost and the student who checked out the scanner will personally be charged the $200 replacement cost.

If the unit is damaged, a fine may be assessed up to the replacement value to the student who checked out the scanner.

**Post-Event Requirements**
Following your event, your RSO will be required to submit the Post-Event Assessment within two weeks. Additionally, original *itemized receipts* must also be submitted to ISS by the end of the business day following your event.

*Please note that receipts must be itemized. Receipts showing only the total amount spent without including an itemized list of goods and/or services purchased cannot be accepted.*

A Post-Event Assessment is required to be submitted within two weeks after the event.

**Amount Limits and Violation Policies**
Funds available through the Global Badger Experience Grant are limited to $1,500 per event. Student organizations cannot receive more than three grants totaling no more than $2,000 per semester.

Grants are provided on a first-come first-served basis; Grant applications will be accepted until funds are exhausted. Right to decision-making on all grant applications is reserved exclusively for the GBE Grant Review Committee, and this funding policy is subject to change.

Any violations of the policies above during, or after the event will result in funding revocation.