

## Center for Korean Studies Cultural Activity Funding Application

The Center for Korean Studies provides support to Binghamton University student organizations that are engaged in Korea-related cultural and educational events and activities. This application must be submitted to CKS at least 4 weeks prior to the student organization's event or activity in order to be considered for funding. **If awarded, funding recipients must submit an activity summary that includes event proceedings and the number of participants 3 weeks after the event. Failure to report may render the organization ineligible for CKS support in the following academic year.**

**GENERAL INFORMATION**

Name of Organization/Group: \_\_\_\_\_  
 Name of Representative: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Name of Treasurer: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 SA Chartered: Yes / No SA Account #: \_\_\_\_\_ GSO Chartered: Yes / No GSO Account #: \_\_\_\_\_

**EVENT INFORMATION**

Title of Event/Activity: \_\_\_\_\_  
 Date(s) & Time(s) of Event/Activity: \_\_\_\_\_  
 Location of Event/Activity: \_\_\_\_\_  
 Actual (Estimated) Attendance by Event: \_\_\_\_\_  
 Actual (Estimated) Event Budget: \_\_\_\_\_ Amount Requesting: \_\_\_\_\_

Event/Activity Organizing Committee Information:

Name	E-Mail	Phone #
1. _____	_____	_____
2. _____	_____	_____

Sources of Funding: (Including funding that you have already received and pending funding request; List sources both in/out of Binghamton University)

Name of Organization	Amount	Received/Pending
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Required Application Attachments**

*Documentation needed for funding approval:*

**Description of Event/Activity** – Up to 300 words describing your event/activity including background information and relevance to Korean culture

**Budget Justification** – Proposed itemized activity budget including vendors

**Event/Activity Advertisement** – A copy of any material used to advertise this event/activity

*Documentation needed after event/activity (must submit within 3 weeks after the completion of event/activity):*

**Event/Activity Report** – Summary of the event/activity held, including highlights and attendance figures

**Receipts** – ALL COPY OF ORIGINAL RECEIPTS for claiming expenses

**Actual Detailed Event Budget** – detailed actual budget (including vendors)

**Photo of Event/Activity** – Printed 5 photos of event/activity; Please also send these photos to CKS via an e-mail: cks@binghamton.edu.

**PLEASE SUBMIT COMPLETED FORM IN PERSON TO  
 THE OFFICE OF THE CENTER FOR KOREAN STUDIES, LSG 662.**

**Email: cks@binghamton.edu**