

# THE GATSBY CHARITABLE FOUNDATION SUPPORT FUND CONTRACT

**FILE NAME:**

**DESCRIPTION:**

**STUDENT ORG & ACCOUNT #:**

**GATSBY GRANT AMOUNT:**

**STIPULATIONS:**

The Arts Initiative at Columbia University is pleased to inform you that your grant application has been approved. The following terms are the conditions of acceptance of our funding. **Please be aware that if these requirements are not fulfilled, funding will be revoked.**

## **1) ACKNOWLEDGEMENT LANGUAGE**

A. Required language for **mass e-mails and press releases**: *“Sponsored [in part] by the Arts Initiative at Columbia University. This funding is made possible through a generous gift from The Gatsby Charitable Foundation.”* If the Arts Initiative is the largest donor, please list us first on the list of support resources.

B. Required logo and language for **posters, flyers, programs, e-mail blasts, facebook pages or any printed and electronic material**:



*Sponsored [in part] by the Arts Initiative at Columbia University. This funding is made possible through a generous gift from The Gatsby Charitable Foundation.* (This text must be included below the logo. The logo will be forwarded to you via email)

C. All awards must be reconciled by the end of the school fiscal year, which runs July through June. If you or a representative from your group fails to fully reconcile this award, the award will be considered void and funds will not be transferred.

## **2) PROMOTION OF EVENT**

Please send a detailed text listing of your event to [artsinitiative@columbia.edu](mailto:artsinitiative@columbia.edu) at least two weeks prior to event for inclusion in the Arts Initiative calendar and weekly e-newsletter.

## **3) FINAL REPORT**

You are required to submit a final report that includes all of the following:

1. Receipts:
  - a. All receipts must include: date, time, address, itemization of purchases. If only an invoice is provided, either call the vendor for a receipt, or ask your financial manager for a FAS statement that shows your group was debited for the expense.
  - b. Receipts should be numbered & taped to letter-size paper in chronological order
2. Expense report (form provided in office when reconciling) that corresponds to funding amount and numbered receipts
3. One-page summary of your activities:
  - a. Brief narrative description of the project outcome with estimated attendance, audience composition, and event assessment.

- b. Final project budget with actual numbers
  - c. List of participants/members and the respective schools, if not included in the program
4. Electronic copies of all printed materials: posters, fliers, programs on a CD
  5. High-quality color .jpgs on CD or via email or a DVD of the project if filmed
  6. Typed “thank you” letter addressed to “Lord David and Lady Susie Sainsbury”, preferably on club letterhead

**4) APPROPRIATE USE**

If the terms outlined above cannot be met, or if the funds cannot be used for the intended purpose as outlined in your application, the funds will be removed from your account and individual applicants will be charged and taxed for the unused portion.

By signing below, you signify your consent and compliance with these terms. We wish you much success with the project and look forward to receiving your final report.

Signature of Recipient Representative	_____/_____/_____ Date
Name of Recipient Representative (please print)	_____/_____/_____ UNI / Phone #

To be filled out upon signing:

Event Title:

Event Description:

Event Date(s) & Time(s):

Event Location:

Student Fee:

Public Fee:

Is this event open to the non CUID public?:

Please note: send us a thumbnail image to [artsinitiative@columbia.edu](mailto:artsinitiative@columbia.edu) so that we can include your event on the CUArts calendar.



## GATSBY TIP SHEET

In order to maintain your funding, please make sure to:

1. Properly acknowledge the Arts Initiative at Columbia University and the The Gatsby Charitable Foundation on all printed material. Below again is the proper language.

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2. Help us help you promote your event by making sure all submitted event and project information is correct and up to date.
3. When making taxable purchases, please submit a Tax Exempt Certificate to the vendor to make your purchases tax-free.
4. If you are an individual submitting receipts for personal reimbursement (instead of on behalf of a student group) make sure that all the receipts have **your** name on them, not someone else's!
5. INVITE US – we want to see your work!