Student Group Grant Guidelines

The Center for African Studies awards Student Group Grants for Africa-related academic events or cultural events with an academic component (e.g. a cultural mixer with an academic speaker). CAS does not fund events that generate revenue or raise funds for a student group or organization. *CAS grants are meant to help cover the costs of an event, NOT generate revenue.* Please pay close attention to the guidelines below to determine if your event is eligible for a Student Group Grant. **Contact Lindsay Moats at lmoats@fas.harvard.edu with any questions.**

Students must submit all receipts and an explanation and justification of all expenses for purchases made using CAS funds within two weeks after the event's end. Failure to submit receipts and all required documentation may preclude future funding. If student groups opt to work together on an event, each group must submit its own grant application and a record of its own expenditures and revenue.

A receipt includes the vendor's name, address, and contact details. It also shows the service provided, the date the service was provided, the hourly fee (if applicable), and the total fee charged for the service. If there were several services involved, those should be itemized, and charges should be broken out, according to each item's cost, on the receipt.

CAS requires groups to make their events open and accessible to Harvard University students and the Harvard community. *If an event is ticketed or invite only, please explain how your group will meet this requirement in the "Publicity Plan" section of your Student Group Grant Application.*

Examples of events funded by CAS:
- Workshops or conferences related to Africa with an academic focus
- Academic lecture with an African component where CAS funds are designated to the African components only
- Cultural or artistic performance or workshop with a strong Africa-focus (These events should be open to the entire Harvard community and promote cultural understanding and awareness)
- Africa-related student gathering with an academic focus (example: a round table discussion/debrief about a recent election or important current event)

Examples of events precluded from CAS funding:
- *Benefits or fundraisers* – CAS cannot fund any events that generate revenue for the student group or an organization. *In the event that revenue is generated, the revenue*

from that event must be used to pay back the CAS grant before it is used to fund an organization or student group.

- *Mixers or dinners* without a strong cultural or academic component - CAS can only support costs directly related to the cultural or academic component.

Examples of Allowable Charges:

- Travel for a speaker or performer who will be providing intellectual or cultural content - All travel must be in the lowest fare class (economy)
- 1-night hotel stay for a speaker providing intellectual content at a reasonably priced area hotel (maximum price of $169/night December – February; $280/night March – August; $305/night September – November)
- Parking for a local speaker
- Posters for the event
- Conference supplies (name tags, folders, etc.) used for the event
- A/V charges, including videotaping
- Food for **all-day** academic events (conferences or workshops) where students can provide an itemized receipt, formal-agenda, and documented attendee list and when food is necessary and integral to the event

Examples of Prohibited Charges Using CAS Funds:

- Airfare or trains in anything other than the lowest fare class (economy)
- International travel, unless approved by CAS 45 days in advance
- Space rental charges external to Harvard University
- Catering for dinners, mixers, or events that are not full-day conferences or workshops
- Bartenders or alcohol
- Maid services or cleaning
- Ground transportation for students
- Any sum paid to other students
- DJs or bands for parties
- General planning meetings
- Honorariums or speaker gifts
- Tax – as an educational entity, we are tax-exempt

Reporting Requirements

All Students Groups must be prepared to submit the following within two weeks after the event date:

- Itemized Receipts

- Attendee list and formal-agenda for any event where catering costs were funded by CAS
- Reimbursements for all unspent CAS funds
- 5 – 10 high-quality images of the event
- Report that includes a brief description of the event, attendance count, and final description of funds used/unused (see reporting template emailed with award letter)
- In the event that revenue was generated: reimbursements from any revenue generated by the event up until CAS has been paid back in-full or until all revenue has been returned (*example: CAS provided $800 in funds and the event generated $100 in revenue: a reimbursement of $100 must be summitted to CAS*).