

10-2009

## Culturefest 2009

Office of International Programs

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**CULTURAL AFFAIRS/DISTINGUISHED LECTURE SERIES**  
**GRANT APPLICATION**

I. Applicant/Organization: Office of International Programs/ International Students Association

II. a. Responsible Organization Officer: Sarah Joughin/ Dilnoza Ibragimova

b. Title: International Student Advisor/ ISA President

c. Campus Address (include Email and Telephone):

**Office of International Programs**

**5782 Winslow Hall, Room 100**

**University of Maine**

**Orono, ME 04469**

**Ph: 207-581-3423**

**Email: sarah.joughin@umit.maine.edu**

III. Summary of program requiring funding (title; featured artist(s); speaker(s); scheduled date(s):

Title: Culturefest 2009

Featured artists: UMaine International Students

Scheduled date: 11/07/2009

Venue: Field House

Anticipated audience: 1200

IV. Budget Proposal Form must be attached.

**Funding for current application is contingent upon submission of reports for any previous grant awards, including final budget and attendance figures.**

**SEND COMPLETED APPLICATION VIA EMAIL TO:**      [wlegere@maine.edu](mailto:wlegere@maine.edu)

For questions regarding the Cultural Affairs/Distinguished Lecture Series, please contact Wanda Madden-Carr at 1-1516

## Culturefest 2009

Culturefest is an annual event hosted by Office of International Programs and International Student Association. This is a daylong celebration of various cultures from many different countries. This is a place for international students from all over the world to showcase their cultures. Each country will have a table to exhibit their traditional items brought from home. There will be a talent show with music, dances, etc... from different cultures and in different languages. We also have a fashion show for students to introduce their traditional clothing. For many, the best part of Culturefest is the food court which will offer a wide variety of food from around the globe.

Approximately 1200 people attend Culturefest each year. This event is for members of the community as well as University of Maine students to learn about the diversity of this campus, about other countries and how different it is outside the United States. It also attracts students interested in study abroad and encourages those who may not have considered studying abroad to find out more. It is also a great place for children to come and enjoy the performances, the exhibitions, the food and especially the children's section. International students will present games, stories, crafts and artwork from their countries that everyone can try.

This is the chance for everyone to come and explore many countries at once without having to go abroad. This is a very fun and educational event that international students look forward to participating in and UMaine, students, faculty, and staff as well as members from the community look forward to attending. We hope you will consider our request to fund this important event.

## Culturefest 2009

### Proposal budget

ITEM/VENDOR	COST
Rental of field house	\$ 600.00
Rental of Staging	110.00
Hannaford - bowls, plates, cutlery, tablecloths	400.00
Banner paper & paint	10.00
Food Contest Gifts	100.00
Taylor Rental - Tables, chairs, etc.	1,500.00
Jeff's Catering - warming pans, linens, etc.	1,000.00
Firefighters	250.00
Police Officer	250.00
Facilities	1,200.00
Maine Campus Ad	300.00
Franklin Journal	80.00
Int'l weeks flyers	250.00
Culturefest Flyers - 700	90.00
Culturefest Posters - 75	80.00
Motorpool - Two cargo vans	150.00
Sounds & Lights	300.00
Table arrangements - approximate cost	200.00
<b>TOTALS</b>	<b>\$ 6,870.00</b>
Cups and napkins donated by Hannaford	
<b>TOTAL COST OF CULTUREFEST 2009</b>	<b>\$ 6,870.00</b>

*Cultural Affairs Committee*  
*and*  
*Distinguished Lecture Series*  
*c/o Wanda Madden-Carr*  
*201 Alumni Hall*  
*University of Maine*

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October 12, 2009

To: Giang Vo

From: Dorothy Croall & Dan Sandweiss, Co-Chairs

On behalf of the Cultural Affairs Committee and Distinguished Lecture Series, it gives us great pleasure to inform you that your proposal, Culturefest 2009, has been awarded \$2000.00.

Please contact Wanda Madden-Carr at 1-1516 to discuss the procedures in place for the submission of financial expenses related to this award at your earliest convenience.

The following acknowledgement is required on ALL promotional material: *This event was supported in part by a grant from the Cultural Affairs/Distinguished Lecture Series.*

Attached is a form for your use to summarize the benefits derived from this grant. This form should be submitted within 30 days after the conclusion of the event. Timely submission of your summary will be considered as part of any future funding requests.

The Cultural Affairs Committee members congratulate you and wish you much success on this project.

cc: Sarah Joughin

## Cultural Affairs/Distinguished Lecture Series Fund Budget Proposal Form

Applicant/Organization: International Student Association | OIP  
 Responsible Officer: Dilnoza Ibragimova / Sarah Joughin  
 Event Title: Culturefest  
 Event Date: Nov. 7, 2009

Total Program Budget: 6870  
 Amount Committed by Applicant Organization: 4870  
 Total Amount Requested from Other Funding Sources: \_\_\_\_\_

Please List Sources & Amounts below:  
Student Gov. 2500  
Program Fund - SA 2000  
Res. on Campus 370

Amount Requested from CA/DLS Committee: \_\_\_\_\_\*  
 Revenues, if any, expected (fees, ticket sales): \_\_\_\_\_

Budget Breakdown of Expenses and funds to be used:	CADLS	Other
Honoraria/Services (explain below)	\$ _____	\$ _____
_____		
_____		
Travel	\$ _____	\$ _____
_____		
Lodging/Meals	\$ _____	\$ _____
Advertising	\$ _____	\$ _____
Printing	\$ _____	\$ _____
Supplies and Materials	\$ _____	\$ _____
Other (must specify below)	\$ _____	\$ _____
_____		
_____		

Total Expenses from CA/DLS funds: \$ 2000 \*  
 Total Expenses from other funds: \$ 4870  
 (These two totals should equal the "Total Program Budget" listed above)

\*These amounts should be identical and should not exceed 50% of the total program/event budget. Please note that CA/DLS funds may not be used for receptions and do not normally fund UM employee wages. If an award is granted based on this proposal, reimbursement of expenses will not exceed the total CA/DLS request and will be limited to the types of expenditures outlined above.

Please see attached budget breakdown

## **Cultural Affairs/Distinguished Lecture Series Grant Report Form**

**Applicant Organization: International Student Association**

**Contact Name: Sarah Joughin & Giang Vo**

**Campus Address: Rm 100, Winslow Hall, University of Maine, Orono, ME**

**Phone: 207-581-3423**

**E-mail: sarah.joughin@umit.maine.edu**

**Summary of Program for which grant funds were awarded, including a brief description, place where the program was held; and date and time:**

Program: Culturefest 2009

Description: Culturefest is an annual event sponsored and organized by Office of International Programs and International Students Association. This is an event for international students to participate in and present their cultures. There are 5 sections: Exhibits, Food Court, Style Show, Talent Show and the Children's Area. We had over 150 participants from approximately 30 countries in the event this year. Students and their families enjoyed sharing food, pictures, maps, cultural artifacts, music, dance and cultural traditions with attendees

Location: Memorial Gym Field House

Date and Time: Saturday Nov. 7<sup>th</sup> from 11:00am – 3:30pm

**How many people attended the event(s)? If possible describe the different audiences that this program served (i.e. UMaine Students, general community, teachers, etc.).**

At least 1200 people attended, including UMaine students, faculty and staff and numerous members of surrounding communities. Many local teachers have incorporated Culturefest into their curriculum and use it as an opportunity for a school field trip. International students from College of the Atlantic, Husson University and Eastern Maine Community College also attended.

**How was the event promoted? Please attach copies of promotional material.**

The event was promoted using flyers, newspaper advertisements in the Maine Campus and Penobscot Times, postcards, Facebook invitations, etc... I have attached an electronic copy of this year's poster which was featured in most of our advertisements.

Reporters from Channel 5 also featured Culturefest on the evening news on Nov. 7<sup>th</sup>.

**Please describe any modifications to program or budget made after award:**

No significant details were changed.

Please attach a final budget to this form.

# 2009 INTERNATIONAL DANCE FESTIVAL

## EXPENSES AND FUNDING

ITEM/VENDOR	COST	INVOICED TO / DATE	AMOUNT	DATE RCVD
red=estimated green=actual				
Field House Rental	\$600.00	Cultural Affairs/OIP invoice		
Paper Products & Flowers	\$245.46	Program Fund/ Prajesh gave receipt		
Table Cloths for food court	\$23.85	ROC/Prajesh gave receipt		
Banner & Paint for Union sign	\$10.00	ISA pay Mario		
Taylor Rental	\$1,500.00	Student Government/ISA pay OIP		
Jeff's Catering	\$1,000.00	Student Government/ISA pay OIP		
Facilities	\$1,200.00	Program Fund/OIP invoice		
Firefighters	\$250.00	Program Fund/OIP invoice		
Police Officer	\$250.00	Program Fund/OIP invoice		
Sound, lights & staging	\$280.00	Program Fund/OIP invoice		
Penobscot Times - 2 ads	\$80.00	Cultural Affairs/OIP invoice		
Maine Campus - 2 1/8 pg & 1 1/4	\$300.00	Cultural Affairs/OIP invoice		
Printing Services - Posters and Flyers				
Campus News Flush	\$24.00	ROC/Prajesh gave receipt		
Schedule Posters	\$21.00	ROC/Prajesh gave receipt		
Motor Pool	\$150.00	Cultural Affairs/OIP invoice		
Table Arrangements	\$30.94	ROC/Prajesh gave receipt		
Food Contest Prizes	\$100.00	ROC/Prajesh gave receipt		
Total Culturifest 2009 Expenses	<b>\$6,065.25</b>	TOTAL FUNDING RECEIVED	<b>\$0.00</b>	