International Student Services
UNIVERSITY OF WISCONSIN–MADISON

GLOBAL BADGER EXPERIENCE GRANT

Global Badger Experience Grant Policy Manual

International Student Services, University of Wisconsin-Madison

2026-2027 Academic Year

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About the Grant

Purpose

The Global Badger Experience Grant (GBE Grant) supports global engagement and intercultural exchange by helping to fund events held by Registered Student Organizations (RSOs).

The GBE Grant budget is funded by the Office of the Chancellor, the Division of Student Life, the Office of the Provost, and the Vice Chancellor of Finance and Administration in recognition of the essential roles RSOs play in enriching the campus community through events and activities.

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

Eligibility

Requirement 1: RSOs first need to apply for an ASM Event Grant during the semester the requested GBE Grant funds would be used UNLESS they are applying for a grant to:

- Cover the costs of food only
- Cover an event co-hosted by two or more RSOs

*Documentation of ASM Event Grant Application status must be included in the GBE Grant application. As long as you have applied for the ASM Event Grant, this requirement will be met regardless of whether your ASM application was accepted, rejected, in the hearing stage. If you have already been awarded for an ASM Event Grant during the same semester, please upload documentation of your funding award. If the ASM Event Grant is closed for the year, please indicate that in your application.

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

Requirement 2: RSOs applying for the GBE Grant must meet all of the following criteria:

1. Your event must be held by a current Registered Student Organization. Your event must be free of charge and open to all students on campus.
2. Your event must provide a clear benefit to international students at UW-Madison or provide a plan for how you plan to promote your event to and fully include international students in your event.
3. Your event must be educational and held at an accessible location.
4. Your event must have a marketing plan with event promotion starting at least two weeks in advance of your event.

Required Event Objectives

GBEG sponsored events must provide out-of-classroom learning experiences that further campus internationalization and cultural understanding by developing a more inclusive, respectful, and globally- aware campus environment. Applicants must demonstrate how GBEG-funded events will achieve at least one of the following two GBE Grant objectives. The GBE Grant Review process will look for a thoughtful explanation on how requested funds would be used to address the points listed below.

Objective 1: Global Engagement and Cultural Understanding

Applicants must demonstrate educational components with clear learning goals and with the aim of expanding attendees' knowledge of cultures different from their own, introducing new perspectives, and/or fostering intercultural dialogue. Events without clear learning components will not be considered.

Some ways RSOs can meet this criterion: presentations, performances 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, etc.

Objective 2: Development of International Community

The event aims to establish cross-cultural connections among students of various backgrounds through educational programs such as workshops, discussions, and community-building activities. Applicants must indicate concrete strategies for guided interactions and provide detailed descriptions of:

- How a GBE Grant-funded event will actively engage students in building an international community and creating a more inclusive campus.
- How the event will support intercultural learning and exchange of information in multiple ways.
- How the event will extend its learning and interpersonal interaction beyond the event and make a lasting impact on the campus community.*

Some ways RSOs can meet this criterion include: navigating cross-cultural discussions, facilitating icebreaker activities that allow students from different backgrounds to meet each other, intentionally creating diverse teams of students to participate in games or athletic events.

*Having students from different ethnic, national, and/or cultural backgrounds at your event without following the steps above for developing international community is not enough to meet this objective.

Funding Criteria

RSOs must keep costs reasonable when planning for the event to ensure fiscal accountability. Please note that the grant CANNOT reimburse RSOs for anything they have already paid for. The GBEG Administrator will make purchases on your behalf. All GBEG purchases are tax-exempt. All GBEG-funded events must be held on-campus.

What CAN be funded (within the capacity of the grant administration staff):

- Food* (review campus catering policies)
- Honoraria (fee for service)
- Advertising costs or on-campus pringing
- Space reservation fees**
- Equipment rental
- Movie license fees**
- Program supplies (one-time use only)
- Transportation and accommodations at the state rate for performers, guest speakers, etc.

*Tips up to 10% will be covered for delivery and up to 20% will be covered for catering.

***RSOs must demonstrate how the movie appreciation events will facilitate engaging discussions among participants to ensure the educational value of the events.*

What CANNOT be funded:

This list is not exhaustive. If you have a question about whether an item can be funded or not please reach out to the Global Badger Experience Grant Administrator.

- Expenses that occur prior to the approval of the grant application
- Salaries, stipends, wages, and/or other types of compensation*
- Gifts and/or prizes for students or RSOs
- Home-cooked food
- Major equipment purchases
- Fireworks, weapons or look-alike weapons
- Gambling equipment
- Donation and financial aid
- Legal services
- Student travel expenses
- First-class airfare for speakers, performers, trainers, etc
- Transportation to/from an event not hosted by the applicant
- Taxes that are applied to payments (for example, from the Wisconsin Union)
- Direct reimbursements to students, and/or student organizations
- Events that fall under any of these categories will NOT be funded:
    - Discriminatory on the basis of gender, gender identity, religion, race, nationality, or sexual orientation
    - Affiliated to a political party
    - Posing significant physical or mental risk to participants
    - Not inclusive of the campus community
    - Violating the university's Student Code of Conduct policy
    - Involving drugs and/or alcohol
    - Revenue-generating/fundraising activities
    - Lacking a substantive educational or cultural component

Amount Limitations

Refer to the table below for different funding limits for ISS-affiliated RSOs and non-ISS-affiliated RSOs.

	ISS-Affiliated RSOs	Other RSOs
Funding limit per semester	Three grants OR $3000 total per academic year	Three grants OR $2,500 total per academic year

Funding limit per event	$2,000	$1,250
Funding limit for cohosted event	$2,500	$2,000*

**While no single RSO will be awarded more than $2,000, RSOs can indicate how they prefer to split the funding in the application. Although only one RSO needs to submit the application, once approved, all co-hosted RSOs are considered granted and must comply with the $3,000 per academic year policy.*

Collaboration among RSOs

For a co-hosted event* RSOs do NOT need to meet Requirement 1 in the "Eligibility" section. Only one RSO needs to submit the GBE Grant application. A co-hosted event will also have a higher funding limit than the same event hosted by a single RSO.

*A co-hosted event is planned, managed, and marketed by two or more RSOs. Simply inviting other RSOs to participate in the event DOES NOT meet the definition.

Cancellation Policies

Failure of RSOs to host GBE Grant funded events may result in grant revocation and automatic rejection of future applications until the end of the subsequent semester. If your event has to be canceled for any reason, you must contact the GBE Grant Administrator via email at gbeg.admin@iss.wisc.edu as soon as possible and notify the reason for cancellation. After carefully review, a decision will be made on your case and determine your eligibility for future applications.

Under extenuating circumstances listed below, however, RSOs can reschedule their event for a different time. Any other unforeseen circumstances will be assessed case-by-case.

- Guest speaker cancellations: Some events rely heavily on guest speakers. If your speaker is unable to attend the event due to illness, a family or other emergency, a personal situation, etc. and their absence significantly impacts the success of the event, RSOs must notify the GBE Grant Administrator via email. RSOs will have a week to decide whether they reschedule the event. Another week will be given to set a new date, time, and place if they choose to reschedule. Otherwise, the approved grants will be revoked, and the organization must submit a new application if they want to receive funding for other events.

- Inclement weather, natural disasters, epidemic, and pandemic: When the university cancels classes or closes due to any of these factors, scheduled events will automatically be canceled, and the GBE Grant Administrator will contact RSOs. The grants will be transferred when classes or campus operations resume, given that the funds will be used as approved previously. Although there is no need to resubmit their applications, RSOs are responsible for setting a new date, time, and place.

Reservation of Rights and Violation Policies

Grants are provided on a first-come, first-served basis and applications will be accepted until funds are exhausted. Decision-making on all grant applications is reserved exclusively, and this funding policy is subject to change.

The GBE Grant reserves the right to freeze or revoke the funding at any time if the awarded RSO is found to be in violation of the policies above and the Code of Conduct issued on Students Organizations (CSO). Dishonesty or omission of information on the application will also result in funding revocation. RSOs with a record of revocation will be suspended from applying for the GBE Grant until the end of the subsequent semester. A report will also be filed to the CSO for violations of the Code of Conduct.

Applying for the Grant

Application Procedure

To access the application for the GBE Grant, log in to the Wisconsin Involvement Network (WIN) with your NetID and password.

Online application: Search “Global Badger Experience Grant Application Form” on WIN to find the latest version. It will also be linked from our main GBEG website.

Application Deadlines

RSOs must submit their grant at least one (1) month before the event date. For example, if your event is on November 10th, you must complete your application by October 10th.

Grants are provided on a first-come first-served basis and applications are accepted as long as funds are available. Early submission is strongly encouraged since late submissions will not be reviewed. The GBE Grant Review process can take multiple weeks.

Applicants are expected to monitor their email for updates and questions from the grant review team.

Requirements for Grant Recipients

Use of Funds

RSOs are only permitted to use the Grant funds as approved. Any unapproved purchases made will NOT be covered by the Grant and will be the responsibility of the purchaser. Failure to comply with this rule may result in disqualification of approved and future applications. Invoices and payments will not be processed if they are submitted more than 30 calendar days after the event, or after the fiscal year deadline – the last business day of June.

GBE Grant Logo Display

Grant recipients are required to include the GBE Grant logo on all promotional materials, such as printed flyers, posters, and images used for web and social media promotion. The logo should be sized appropriately so that both the GBE Grant logo and the ISS logo can be easily read. Failure to do so may result in grant revocation. RSOs are NOT allowed to stretch, distort, or change the color of the logo. Logo file can be downloaded from the main GBEG Website under “Download Documents and Logos.”

Attendance Tracking

When events are in-person, grant recipients may choose to loan an ID Card Scanner from the ISS office to track attendance at all GBE Grant-funded events. The Scanner Loan Agreement Form must be signed and submitted when scanners are picked up from ISS (Suite 130, Pyle Center) during office hours*. They must be returned before ISS closes on the business day following the event.

ID scanners help expedite the sign-in process as students simply need to present their student ID cards (Wiscards). Students who forget their student IDs may sign in manually on paper or electronic devices by providing their names and emails. Any paper or digital sign-in sheets must be uploaded to the GBE Grant Post-Event Form on Wisconsin Involvement Network (WIN).

Historical attendance figures will be taken into account when RSOs submit future grant applications. Submitting inaccurate data or forgetting to track past attendance will negatively impact the chances of receiving funding in the future.

If an event is held in a virtual format, a list of student names and wisc.edu email addresses must be submitted to the Grant Administrator as part of the post-event assessment.

If you are choosing to use a scanner, a WIN event needs to be created, and ISS needs to be made a "co- host". This is necessary for the scanner data to be uploaded by ISS to WIN to download the attendance list. To avoid this extra step, you can simply use a digital attendance spreadsheet with name, email address, affiliation (student or non-student). You can collect this information with a laptop at the door, a QR code to a google form, or any other method. Handwritten attendance is NOT recommended due to not being able to accurately read handwriting.

Fines and Procedures for Late, Damaged, or Lost Scanners

If the scanner is not returned by the due date, grant recipients' status as a Registered Student Organization, including all rights and privileges, may be temporarily revoked by the Center for Leadership and Involvement.

The student who checked out the scanner will also 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.

Post-Event Submissions

In order to officially complete the grant process, RSOs must submit the Post-Event Assessment Form within two weeks of the event. The following items are included in the form.

- Promotional Materials
- Event Photos*
- Event Agenda
- Attendance
- Itemized Receipts**

**At least two high-quality photos that feature student engagement at the event. Photos may be used by ISS for outreach and promotional purposes for the grant including, but not limited to use of photos on the ISS website, in newsletters and on ISS official social media sites.*

*** Receipts showing only the total amount spent without an itemized list of good and/or services purchased will not be accepted.*

Contact Information

If you have any questions or concerns regarding the GBE Grant not stated on this policy manual, or if you need further clarification on any issues, please contact the GBE Grant Administrator via email at gbeg.admin@iss.wisc.edu.