



Club A&S Grant Request Application Policies

Updated: Nov 5, 2009

This request type of request will be used to request funding for programs and events. Refreshments in conjunction with an event/program should be requested using this type of request. Please see the “**Clubs A&S Grant Request**” form.

REGULATIONS AND GUIDELINES FOR FUNDING:

- **Plan** a successful event by meeting with your adviser, committee members, and collaborating organization or department to outline the event details.
- All **undergraduate student organizations** in good standing with USFSP, the Department of Student Life & Engagement and SG are eligible to apply for special funding. Student organizations must have the support of the organization’s advisor to request funds. Individuals requesting funds for a conference must provide a letter of support from an advisor and, if funded, present to the entire community about the conference and its benefits to him or her and the USFSP community.
- **Attendance** at events must be open to the entire campus community; however the **target audience** should be the entire undergraduate population (i.e., all ethnicities, religious backgrounds, non-traditional students, commuter/residential students, students with disabilities, etc.).
- Programs and events must comply with all **event guidelines** found in the *Student Organization Handbook*.
- We encourage that the planning of the program/event be a **collaboration** that includes more than one student organization and/or department.
- **Fund allocation** cannot be used for any of the following purposes:
 - the purchase of alcohol
 - administrators requesting funds for their departments
 - sponsorship of any non-USFSP student to attend conferences, meetings, retreats or conventions

CLUBS A&S GRANT REQUEST STEPS:

1. Download the accompanying “Grant Request” file
2. **Complete** application in detail.

3. **E-Mail** the completed form to the Student Body Treasurer. Currently jwosborn@mail.usf.edu
4. The Treasurer will contact you to schedule an **appointment** to present your proposed request.
5. Be prepared for a **5-minute presentation** to the SG Budget Committee regarding your request, by knowing the event details, realistic facts and figures, bringing supporting documents (flyer ideas, speaker bio, previous year's evaluation results), and preparing to answer questions. Seriously consider the application questions.
6. If funding involves travel, please follow the "Student Travel" guidelines outlined in the *Student Organization Handbook*.

NOTICE:

All requests are subject to:

1. **Florida State Law**
2. **USFSP Student Body Constitution**
3. **SG Statutes**
4. **Policies in the Allocations Manual**

These laws, rules, and regulation shall be followed