

# Student Government Grant Request Form

Dear Grant Seeker,

This form is for Chartered Organizations who wish to receive funding from the student activity fee. Commissioned Organizations may also use this form to request additional funding from the student activity fee beyond their annual budget. All requests must comply with the Finance policy in order to be approved. All requests will be reviewed through the Finance Committee and Student Senate as needed.

## Grant Request Form Checklist

Only events open to the entire Augsburg Community will be granted funding. **One Grant Request per event.**

To ensure that funding is received on time, Grant Requests must be turned in three weeks prior to event completion.

This form must be turned in by **7 p.m. on Tuesday to Brittany Kruger's box in the Auggies Nest** for review on Wednesday. If it is received after Tuesday, it will be placed on the next Wednesday's agenda.

Please (if someone is available) send a representative to the Wednesday meeting of your grant request review. It will be held in the **Adeline Johnson Conference Center, Oren Gateway Center at 6:30 p.m.** (our alternative location is Office 1C in The Auggie's Nest).

Turn in a Grant Request Expense Report to the Stu Gov office (mail slot or mail boxes outside) within 2 weeks of event completion.

### Technical Assistance:

A representative of the Student Government is available to respond to questions or request for assistance in completing this Grant Application form. Shall you require aid, call 612.330.1110 or email [stugov@augsborg.edu](mailto:stugov@augsborg.edu).

### Reminders:

We **do not pay the tax** for organization spending. If you don't have a tax exempt form, please contact Michael Grewe at 612-330-1499, or at [grewe@augsborg.edu](mailto:grewe@augsborg.edu).

Grants to organizations should not exceed \$180 per person participating in the activity.

Name of Organization: \_\_\_\_\_ Dollar Amount Requested: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Please check one:

Chartered

Commissioned

**DETAILED BUDGET**

ITEM COST	VENDOR		
1.			
2.			
3.			
4.			
5.			

Date Funds Needed (ASAP not acceptable): \_\_\_\_\_

**EVENT INFORMATION**

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

1. How many years have you done this before? (Enter 0 for first year)  
\_\_\_\_\_

2. Please provide a 3-4 sentence description of this event:

3. Give a brief description of the goals this event:

4. How do you feel this is open to the Augsburg Community?

5. How do you plan to advertise this event?

6. Any additional or supplementary information you would like to add?

**FUNDING SOURCES**

Co-sponsor(s) (if applicable)      Contributions: Monetary      Non-monetary

Co-sponsor(s) (if applicable)	Contributions: Monetary	Non-monetary

\*\* If co-sponsoring you must also fill out a "Declaration of Co-Sponsorship" \*\*

Where else have you requested funding?

Source      Amount      Approved/  
Declined/Undecided

Source	Amount	Approved/ Declined/Undecided

**SIGNATURE AUTHORIZATION**

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Organization President / Treasurer

Signature

Email

(Please Print)

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Organization Advisor \_\_\_\_\_  
Email  
(Please Print)

Signature

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\_\_\_\_\_  
Treasurer/ Finance Coordinator  
Email  
(Please Print)

Signature

SHAPE \\* MERGEFORMAT

**FINANCE COMMITTEE NOTES**

Name of Organization: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Event Title: \_\_\_\_\_

Account #: \_\_\_\_\_

Senate Treasurer/ Finance Coordinator:

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