

Bastyr Student Council Sustainable Fundraising Grant 2010-2011 (SFG)

The purpose of the SFG is to support fundraising endeavors of the students whose goals are to enrich their education through extracurricular activities (ex: study abroad, political activities, etc) by making an initial investment to create a sustainable fundraising plan and structure which will continue for future students to benefit from.

How does SFG work?

Individuals/groups applying for an SFG must present a plan outlining a budget (expenses, income, profit, etc), how the money raised will be distributed among fundraisers and for what use, and how the fundraising event is sustainable for future years independent of Student Council funding. An ideal proposal would raise at least \$1.00 of profit (income – expenses) per \$.50 contributed by student council, though this is not a requirement as some proposals might require at high expenditure in the first year (ex: purchase of non-expendable supplies to be used in future years, thus making the first year's profit significantly lower than following years fundraising).

The application for funding must include a description of the intended event/experience for which fundraising is needed, how this event/experience enriches the Bastyr community, and how the fundraiser will be passed down to future generation.

Please note: Only one SFG will be awarded per year per event/experience, with a maximum award not to exceed \$2000. Fundraisers are eligible for an SFG up to 3 years total, with reapplication required each year. The purpose of the 3-year limit is to encourage sustainable fundraisers that are self-sufficient in 3 years or less.

How do I get started?

Please complete the Student Council SFG request form prior to beginning your fundraising. SFG funding cannot be requested after you have completed your trip/event. You should expect a response regarding approval within 2-3 weeks. Please do not hesitate to contact the Finance Student Council team leader at SCfinance@bastyr.edu, with "SFG" in the subject line.

Student Council Sustainable Fundraising Grant **Application**

Name of persons/group applying for funding:

Intended purpose of fundraising (what are you going to do with the money), and how does this enrich your experience at Bastyr and benefit the Bastyr community as a whole?

Describe your fundraising event:

Items to be included with application:

- **Projected budget for fundraising event including detailed:**
 - **Expenses:** What are your fixed costs (i.e. \$300 to purchase decorations) and your variable costs (\$.10 per cookie for supplies, so if we make 50 cookies it costs \$5.00, if we make 100 cookies it costs \$10.00). Of your fixed costs, these should be things that become the property of your fundraising event that future years can use. Who will be responsible for tracking these items year to year (inventory)?
 - **Resources:** List your other sources for supporting this event. Examples: community donations, financial support from other departments at Bastyr, # of hours donated by student volunteers, private donations.
 - **Income and profit:** How much will you sell each item/ticket for? How much do you need to sell to make a profit? What is your goal for total income and how many items/tickets do you need to sell to meet this goal? What is your goal for total profit (income – expenses)?
 - **Marketing:** Who are you planning to target with your fundraiser (ex: selling tickets to an event in the Kenmore/Kirkland community) and how do you intend to advertise this event to your target market?

- **Binder with plan for continuing this fundraiser in future years** (someone who has never participated in your fundraiser should be able to read it and understand what they need to do). Things that should be discussed in this binder include:
 - Who is to be involved?
 - What does the fundraiser consist of?
 - Where is the fundraiser to take place (either physical location or if for example fundraising online, state website)?
 - When will the fundraiser occur, and how do the students who participate benefit from fundraiser (i.e. how will funds be distributed)?
 - Any other helpful information that you want future students continuing the tradition of this fundraiser to know.

Turn in your projected fundraising plan with your application, and update it as you progress in your fundraiser to include actual v. projected budget, lessons learned, and ideas for future improvements and changes. Please send an updated hard and e-copy to Student Council at the completion of your fundraiser.