

USI STUDENT ORGANIZATION SUPPORT GRANT APPLICATION PACKET

The Student Organization Support Grant was established during fall semester 2001 to enrich educational and student life activities at the University of Southern Indiana. These funds are available to registered student organizations that are seeking funds to implement and provide programs, activities, and services to USI students. **Return completed application packets to the Dean of Students Office (UC 007). Please submit applications at least two weeks prior to the date that funds will be needed. Committee meetings for the SOS grants will be held the Monday following the application deadline at 4:30 in the University Center, be sure to check the e-mail address given to find out exact location.**

Application deadlines for 2009-2010 are:

- * **Friday September 11, 2009**
- * **Friday, October 9, 2009**
- * **Friday, November 13, 2009**
- * **Friday, December 4, 2009**

- Friday, January 29, 2010**
- Friday, February 12, 2010**
- Friday, March 19, 2010**
- Friday, April 9, 2010**

General Provisions:

1. Grant funds will be granted only to student organizations that are registered with the Office of Student Development Programs, are in good standing with the University and have an agency account with the USI Business Office.
2. The funds are intended to support student activities, events, and programs that are available and advertised to all USI students.
3. The Student Government Association intends that, in most instances, grants will be awarded for support of programs/events for the USI community. The Allocation Board will also consider the financial need of the organization applying for the grant.
4. In most circumstances, these funds are meant to support events and activities that are available to students with no admission charge. These funds are not intended to support fundraising activities.
5. Grants to activities and programs that take place on the USI campus or originate at the campus will be given priority.
6. **Generally, no organization will receive in excess of \$1500 for a single activity or program.**
7. Organizations requesting funds must abide by the laws and regulations set forth by the University of Southern Indiana, the State of Indiana, and the United States Federal Government.
8. **Receipts must be turned in ten days after the event to the Dean of Students Office. Along with any receipts a copy of your donation acknowledgement must also be turned in, if there was a donation given. If receipts are not turned in, you will forfeit your money.**
9. Grants may not be allocated for the following:
 - Alcoholic beverages
 - Firearms
 - Gifts
 - Items of personal benefit (i.e., salaries, meals for organizations or members,)
 - Partisan political endorsements or activities
 - Activities/programs which primary purpose is the recruitment for a particular faith or ideology

NEED MORE INFORMATION?

Contact SGA at (812) 464-1873 or sgaSOSgrants@gmail.com

APPLICATION FORM

All information must be completed

Organization applying for grant: _____ Fund No.: _____ - _____

President: _____ Phone: _____

Address: _____

Email address: _____

Person preparing request: _____

Campus Phone: _____ Cell Phone: _____

Email address: _____

Advisor: _____ Phone: _____

Advisor Email: _____

Event: _____

Location: _____ Dates: _____

Number of USI students expected to attend: _____

The following materials **MUST BE included with the application for consideration:**

- This completed application packet
- A sample of any promotional material that has been developed for the event
- Copies of any contracts

After the application has been submitted, the Administrative Vice President of Student Affairs **may** contact you to schedule a meeting in which a member of your organization would present the program or activity to the SGA Student Organization Allocations Board. The entire process takes approximately two weeks.

Upon signing below, it is expected that all information presented will be true and correct to the best of your ability. Be advised that if you provide any false information, you will be in direct violation of Section 2.16 of *Student Rights and Responsibilities: A Code of Student Behavior*, and judicial action may be taken against you. By signing below, you are also saying that you have read and understand all of the information included in this packet.

Signature of organization president

Signature of organization advisor

TRAVEL BUDGET

Expense Description

Estimated Expense

Registration Fee	
Transportation (only if you are personally going to incur this expense)	
Lodging (only what this will cost you personally)	
Parking/Tolls	
Other (Detail each item; use an additional sheet if necessary)	
TOTAL EXPENSES:	

Income:

Funds from other sources (e.g. funding from a University department, another grant, etc) that you can apply toward this trip:

Total income that you personally can apply toward this trip, excluding any possible SGA grant:

Amount requested from SGA (may not exceed \$800 per person):

\$ _____

You are invited to come to the committee meeting the Tuesday after each deadline at 3:00. See the SGA website for meeting locations. If you are emailed with a question about your application, you are required to reply within ten days or your application will not be considered.

QUESTIONS

Please answer the following questions thoroughly.

1. Describe the event, its purpose and the intended audience for which you are requesting funds:
2. Why would a USI student be attracted to this event?
3. In what ways do you plan to publicize and promote this event?
4. Are you co-sponsoring this events with another USI organization, University department or community group? If yes, who?
5. Please list any other information that you feel may be pertinent to this grant.

For Office Use Only:

Date Received: _____ Contact Applicant to set hearing _____
Hearing _____ Recommended Allocation _____

GA Vote _____ Final Allocation _____
Contact with Results _____
Receipts Received _____
Funds Transferred _____

Signature: AVP for Student Affairs and Activities