



Service Grant Packet

Forms and Instructions for 2002-03

Includes:

Instructions for requesting funds from Student Government (4 pages)

Funding request information (6 pages)

Budget worksheet (3 pages)

Monetary disbursement statement (1 page)

University of Kentucky Student Government



The University of Kentucky Student Government is looking for a few good student organizations with great ideas. As part of the 2002-03 school year, Student Government formally announces a request for proposals for UK Student Issue Service and Coalition Service Grants. These grants are available to organizations and organizational coalitions making a proposal to perform projects in service to the University of Kentucky, the community of Lexington, and the nation as a whole.

Funding is available to organizations wishing to sponsor service projects, as a single organization or as a coalition, that meet the requirements for eligible applicants. See the eligible applicants section for more information.

Dates: There will be a rolling deadline for applications to be returned to Student Government in order to accommodate all applicants. Please contact the Student Government office (257-3191) for more information.

Address: Submit all proposals in person to the Student Government offices at 120 Student Center.

Supplemental Information

Background

The Student Government is the representative body of all students of the University of Kentucky. Student Government's purpose is to increase student influence over academic policy, to provide necessary student services, to protect and expand substantive and procedural student rights, and to better represent the student body in relations with faculty, administration, the Board of Trustees, and the Commonwealth of Kentucky. This year, Student Government will allocate over \$250,000 of student fees in an effort to support this purpose.

Purpose of Grants

Grants must be used in order to achieve some type of philanthropic, charitable, or service goal. This might include:

- Programs that support campus diversity
- Programs that support student volunteerism
- Programs that support campus morale/school spirit
- Programs that are philanthropic programs to benefit the Lexington Community
- Programs that are philanthropic programs to benefit a national organization
- Programs that benefit the quality of life of students at the University of Kentucky
- Programs that benefit the campus at the University of Kentucky

- Programs that benefit the quality of life of Lexington citizens
- Programs that benefit the community of Lexington
- Programs that benefit any person or persons deemed to be in need of help

This list only includes examples of issues. Applicants should feel free to address any issue they desire. However, issues affecting the Lexington community and particularly the University of Kentucky campus will be given higher priority.

Student Government also encourages efforts that will have a lasting impact on the campus community. Applicants should consider ways to assure the sustainability and long-lasting effects of activities supported with these grants.

Eligible Applicants

Under this request for proposals, two types of applicants are eligible.

1. Service Grant

Applicants can be any organization wishing to carry out a community service project.

2. Service Coalition Grant

Applicants must be a coalition of two or more registered student organizations wishing to carry out a community service project together. At least two of the organizations in the coalition must have different organizational missions and must not have partnered in past projects. These two organizations must currently be targeting different audiences on UK's campus.

Other coalition members, beyond the required two, may be current or part partners with either of the required two. All organizations must be registered with the Student Organizations Center.

Organizational coalitions may develop a new name for their coalition, or retain their current organizational names. However, individual organization names must be clearly noted on the proposal.

Organizations must agree on the allocation of resources for this grant. This arrangement must be clearly stated in the proposal budget.

Contents of the Proposal

All eligible applicants must submit an application that meets all of the criteria and requirements contained in the application package and accompanying guidelines. The application and guidelines are available on the Student Government web site (<http://www.uksga.com/>).

University of Kentucky Student Government



For a printed copy of any of these materials, please contact Margaret Rudder at (859) 257-3191. Applications are available in the Student Government office. Applicants are urged to pay close attention to these materials. Proposals that do not address issues of relevancy to students will be judged nonresponsive under this Notice of Funding Availability.

Applicants currently applying for other Student Government funding may apply for funding under this notice. All applicants must submit an estimated budget to carry out the program, consistent with the requirements contained in the applicable application package.

Budget and Finances

The grant may support reasonable and necessary costs typically associated with a program of this type. Applications must include a proposed budget and proposed activities for the entire award period of one year.

Selection Criteria

In awarding these grants, the Student Government will consider:

1. Service Grant

Program design (60%); budget/cost effectiveness (20%); and service capacity (20%)

2. Service Coalition Grant

Program design (60%); coalition capacity (20%); service capacity (10%); and budget/cost effectiveness (10%)

The details of the selection criteria are contained in the applicable application package. Student Government will make all final decisions concerning awards and may require revisions to the grant proposal in order to achieve the objectives under this notice.

Grant proposal requirements

Your proposal must

- Be typewritten in twelve (12) point font with one (1) inch margins on all sides
- Include the original proposal and three copies (total of four). Faxed copies will not be accepted.
- Each copy of the proposal should be paper-clipped together, not stapled.
- Support the objectives and purposes of the specific grant for which application is made.
- Include letters of commitment for receipt of matching funds or contributions.
- Provide a public relations plan for grant projects through campus and local media.
- All funding requests must include an itemized budget of all expenses.
- The monetary disbursement statement must be signed, declaring that the applicant understands and is subject to all Student Government rules and procedures.
- Student Government only funds events that are open to **all** University of Kentucky and Lexington Community College students.
- **The Student Government name and logo must be prominently displayed on all materials associated with the project or event.** The following disclaimer may be substituted for the name and logo, "Funded by your Student Government." For events that are partially funded by Student Government, the disclaimer may read, "Funded in part by your Student Government." The Student Government logo is available on the Student Government web site at <http://www.uksga.com>
- Your student fees support Student Government. All applications must comply with purchasing restrictions of the University of Kentucky and Student Government restrictions. A list of these items is available in the Student Government office.

University of Kentucky Student Government



Program Name:

Amount Requested:

\$ _____

Coalition Information (if applicable)

Organization:		
Organization Contact:		
Address:		
City, State, Zip Code:		
Day Phone/Night Phone:	D:	N:
Email Address:		
<p>I, the undersigned representative, seeking grant funds from Student Government understand and agree to abide by the terms listed above, pending allocation of Student Government funds.</p>		
<p>_____</p> <p>Organizational Representative Signature</p>		

Organization:		
Organization Contact:		
Address:		
City, State, Zip Code:		
Day Phone/Night Phone:	D:	N:
Email Address:		
<p>I, the undersigned representative, seeking grant funds from Student Government understand and agree to abide by the terms listed above, pending allocation of Student Government funds.</p>		
<p>_____</p> <p>Organizational Representative Signature</p>		

Organization:		
Organization Contact:		
Address:		
City, State, Zip Code:		
Day Phone/Night Phone:	D:	N:
Email Address:		
<p>I, the undersigned representative, seeking grant funds from Student Government understand and agree to abide by the terms listed above, pending allocation of Student Government funds.</p>		
<p>_____</p> <p>Organizational Representative Signature</p>		

Please attach additional organizational information, as necessary

Please describe the details of your program as a service project.

Please attach additional organizational information, as necessary

Please describe those you hope to benefit and *how* your program will benefit them.

Please attach additional organizational information, as necessary

How will your program benefit students at the University of Kentucky?

Please attach additional organizational information, as necessary

Please describe the specific philosophy, mission, and vision of your coalition of organizations. (for Service Coalition Grant applicants only)

Please attach additional organizational information, as necessary

Describe your public relations plan for your proposal.

Please attach additional organizational information, as necessary

Budget Information

Honoraria/Fees			
Item	Quantity	Cost per item	Total Cost
Total			
Travel/Lodging			
Item	Quantity	Cost per item	Total Cost
Total			
Printing			
Item	Quantity	Cost per item	Total Cost
Total			

Budget Information

Postage			
Item	Quantity	Cost per item	Total Cost
Total			

Advertising/Promotion			
Item	Quantity	Cost per item	Total Cost
Total			

Supplies			
Item	Quantity	Cost per item	Total Cost
Total			

Budget Information

Other			
Item	Quantity	Cost per item	Total Cost
Total			
Totals			
Item			Total Cost
Honoraria/Fees			
Travel/Lodging			
Printing			
Postage			
Advertising/Promotion			
Supplies			
Other			
Total			

Monetary Disbursement Statement

1. The University of Kentucky Student Government (hereinafter Student Government) **will not** disperse funds to cover expenses in advance of the project or event.
2. Student Government funds appropriated for this project or event must be used for the explicit purposes stated in the funding request bill.
3. Student Government **will not** reimburse any expenses for printing and duplicating services performed by vendors other than University of Kentucky Printing Services.
4. The Student Government administrative assistant must receive all receipts for the project or event within sixty (60) days of the final date of the project or event.
5. Unless specified within the text of the funding request bill, Student Government funds will only be available during the fiscal year that the funds were allocated. It is suggested that organizations submit all receipts by May 15 to allow time for processing.
6. The Student Government administrative assistant will file the necessary papers for the processing of a reimbursement check when all receipts have been received.

We, the undersigned representative(s), seeking funds for the event described above understand and agree to abide by the terms listed above, pending allocation of Student Government funds.

Print Coalition Name

Print Coalition Representative(s)

Coalition Representative Address(es) and Telephone Number(s)

Coalition Representative Signature(s)

Date