USI NEW STUDENT ORGANIZATION START-UP GRANT APPLICATION 2012-2013

The SGA New Student Organization Start-Up Grant was established during fall semester 2010 to enrich educational and student life activities at the University of Southern Indiana. This grant is an award for a NEW student organization, up to $300, available to registered student organizations during their first academic year of registered status. **Return completed application packets to the Dean of Students Office (UCE 1229). Please submit applications at least four weeks prior to the date that funds will be needed. You will be notified of committee meetings for the New Student Organization Support Grants, so be sure to check your email for date, time, and exact location.**

Eligibility & Budget Requirements

Q: Who is eligible and what is the purpose of funding?
A: **Purpose: It is the SGA's mission to enrich a University of Southern Indiana University student's education outside of the classroom through the encouragement of social, cultural, recreational, and professional development opportunities for the student body. SGA recognizes the vital role organizations play in the carryout of this mission and allocates funding for the organizations to assist in implementation.**
Q: What is the Maximum Award?
A: **No organization can receive more than $300.00 per school year in total awards.**
Q: What do you have to do to be eligible?
A: **- All funding requested are subject to approval by SGA.**
   - Only organizations that have officially registered in the office of Student Development may receive funding from the Student Government Association.
   - All organizations requesting funding must have an account with the Bursar's Office.
   - Internal operations expenses are eligible for funding.
      - Internal operational expenses are: advertisement, supplies to carry out the mission statement and / or purpose, benefits that extend to members of the organization only.

Requirements & Uses For Funding
- **Must be newly registered with The Office of Student Development**
- **Must be approved by the office of Student Development**
- **Must have approved By-Laws and Constitution**
- **Must have a faculty advisor as well as a fiscal agent**
- **Submit a proposed budget detailing all plans.**

NEED MORE INFORMATION?
Contact SGA at (812) 464-1873 or sgagrantchair@gmail.com

APPLICATION FORM
All information must be completed

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

President: _____ Phone: _____

Address: _____

Email address: _____

Person preparing request: _____

Campus Phone: _____ Cell Phone: _____

Email address: _____

Advisor: _____Phone: _____

Advisor Email: _____

After the application has been submitted, the SGA Chief Financial Officer will contact you to schedule a meeting. The entire process takes approximately two weeks.

Student Government Association's Acknowledgement of Compliance Protocol (please initial that you understand)

_____ Failure to receive an accurate budget three weeks before the event
_____ False or misleading information
_____ Failure to document information
_____ Failure to turn in copies of receipts for the full amount granted and/or evaluation form within
    ten (10) class days after the event
_____ Failure to advertise SGA as a sponsor during the event
_____ Failure to follow University of Southern Indiana's University regulations, rules, and codes.

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

PROGRAM BUDGET

Please provide a detailed, estimated budget for your event.

Description of Item	Estimated Cost	Revenue Source

Total Expenses: _____

Income:

What funds have been approved from other sources?

_____

_____

What funds have been requested but have yet to be approved?

_____

_____

What funds are being provided by the requesting organization?

_____

_____

If you are showing a profit in your budget, is it your intent to contribute this profit to a charitable organization?

_____

_____

Total Income: _____

Amount Requested from SGA*: _____

*The Amount Requested from SGA = Total Expenses minus Total Income.

QUESTIONS

Please answer the following questions thoroughly.

1. What are the criteria for membership in your organization? Is there a fee? If so, how much and approximately how many paid members do you currently have?

2. What is the purpose of your organization?

Grant Specific Questions

1. As a new student organization, what are your goals for the academic calendar year?

2. Please explain any events or initiatives you have planned for this upcoming academic calendar year.

3. What is your plan for advertising your new student organization to the campus?

4. How do you plan to recruit members for your student organization?