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 (UCE 1229). 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 week following each deadline. Check your e-mail address shared in the application for the exact date, time and location.**

Application deadlines for 2012-2013 are:

* **Monday September 10, 2012**	* **Wednesday, January 16, 2013**
* **Monday, October 1, 2012**	* **Monday, February 11, 20113**
* **Monday, October 15, 2012**	* **Monday, March 4, 2013**
* **Monday, October 29, 20112**	* **Monday, March 25, 2013**
* **Monday, November 12, 2012**	* **Monday, April 8, 2013**

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 $1,500 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
   - Funds will not be awarded for the primary purpose of recruitment or promotion of a certain political ideology

NEED MORE INFORMATION?
Contact SGA at (812) 464-1873 or sgagrantchair@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 SGA Chief Financial Officer **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

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 your 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. 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 event 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.