Clubs and Activities Grants up to $2,200

Clubs and Activities Grants are available for on-campus events and activities. Grants are used to encourage student groups to put on high quality events or invite speakers, performers, and professionals to campus. All events receiving a Clubs and Activities Grant must occur before the last day of spring semester.

Stipulations:

-Applications must be typed and signed by the Club Advisor before submitting for review.
-Preferences will be given to programs that have secured support from other sources, such as fundraising.
-This money is not intended to fund equipment or classroom activities or endorse political candidates.
-Clubs may spend up to $200 for refreshment for the event.
-Grant application must be submitted prior to the event. Grants will not be allocated retroactively.
-These funds can be used to pay travel costs for a speaker or performer, lodging expenses, refreshments, publicity, decorations, etc.
-No more than $2,200 can be allocated to any one organization in any one semester. If event funding includes an allocation from a Cultural Programming Grant, no more than $3,000 can be given to a single event.
-If an organization requires more than the maximum (over $2,200) for an event, members are encouraged to seek AS unallocated funds or an ODI Grant.
-All events receiving a grant must display the AS logo and the name of the sponsoring student group on all promotional materials. All publicity for events shall be reviewed and approved by the Clubs Office if you receive a CAG grant and by the MCC if you receive a CPG grant, in advance of posting.

Cultural Programming Grants up to $3,000

Cultural Programming grants are available for on-campus events and activities that are free to HSU students, and open to the community. **Grants will be provided for on campus events that promote social justice, educate and raise awareness of cultural diversity, equity, cultural celebrations and traditions.** All events receiving a Cultural Programming Grant must occur before the last day of spring semester.

Stipulations:

-Applications must be typed and signed by the Club Advisor before submitting for review.
-Preferences will be given to programs that have secured support from other sources, such as fundraising.
-This money is not intended to fund equipment or classroom activities or endorse political candidates.
-Food purchases must be an integral part of the event in order to receive up to $300 per grant. If food is not an integral part of the event (i.e. general refreshments for event guests vs. specific traditional /cultural foods as a part of the educational aspect of the event) up to $200 can be spent on food.
-Grant application must be submitted prior to the event. Grants will not be allocated to past events.
-These funds can be used to pay travel costs for a speaker or performer, lodging expenses, refreshments, publicity, decorations, etc.
-No more than $3,000 can be allocated to any one organization in any one semester. If event funding includes an allocation from a Clubs and Activities grant, no more than $3,000 can be given to a single event.
-If an organization requires more than the maximum (over $3,000) for an event, members are encouraged to seek AS unallocated funds or an ODI Grant.
-All events receiving a grant must display the AS logo and the name of the sponsoring student group on all promotional materials. All publicity for events shall be reviewed and approved by the Clubs Office if you receive a CAG grant and by the MCC if you receive a CPG grant, in advance of posting.

Funding Limitations
Because these funds are student generated through Associated Students, there are some limitations that need to be considered when applying for funding.

We CAN fund the following:
- Publicity (flyers, posters, newspaper ads, etc.)
- Lodging for speaker/performer
- Supplies & Equipment rental for proposed events
- Nonprofit/nondiscriminatory events
- Fees for speaker/performer (people who are not HSU faculty, staff, administrators, or students)
- Travel costs for speaker/performer

*We **CAN NOT** fund the following:*
- Equipment purchase or classroom activities
- Alcohol
- Nonevent specific publications/pamphlets/booklets
- Tournaments/games/fundraising events
- Clothing or costumes
- Awards, wages, or specialty items for club members
- Presenters or performers who are HSU faculty, staff, administrators, or students

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Grant Application Process

1. Application must be <u>typed</u> and complete. Note: Grants are not awarded retroactively. Events occurring after a grant deadline will not be considered for funding. (Exceptions are sometimes made for events occurring before the first grant deadline in the Fall semester)

2. Your club/organization advisor must sign the funding application form.

3. Completed applications can be submitted to the Clubs & Activities Office before 5pm on deadline day.
 2016/2017 Event Grant Deadlines: 9/15, 10/13, 11/10, 12/8, 1/26, 2/16, 3/23, & 4/13 (if funding allows)

4. Grants are reviewed by the student board and then a student representative must be present at appointment time to present their application and answer questions. The date/time will be emailed to the contact listed on the application. Failure to send a representative will likely result in a funding request denial.

5. All fliers advertising events must include the 'Funded by AS' logo and the accessibility statement. "This event is wheelchair accessible. Persons who wish to request disability related accommodations, including sign-language interpreters, should contact: *(list your club name, club representative, and full email address and/or phone contact number)*. Please request accommodations at least two weeks prior to the event."

6. If your event is canceled or postponed, please contact the Clubs Office as soon as possible.

I have read the Event Funding Application Guidelines and understand the requirements. _____

Questions?
Call the Clubs & Activities Office at (707)826-3776 or the MultiCultural Center at (707)826-3364.

Associated Students Event Funding Board
Request & Application for Funding
Must be typed. Online application available on the Clubs & Activities Website

Check all the apply:

☐ Clubs & Activities Grant (up to $2,200)   ☐ Cultural Programming Grant (up to $3,000)

Name of Club/Organization: _____

Primary Contact Person: _____

Phone Number: _____ Email Address: _____

Club Advisor: _____

Extension Number: _____ Email Address: _____

Advisor's Signature: _____

Please fill out the following, attach additional pages if necessary:

1. Name of Event: _____ Estimated Attendance: _____

    Date: _____ Day of Week: _____ Time: _____ Location: _____

    ☐ *Please check box if you have submitted a room reservation.*   ☐ *Please check box if you have started the event application through the Clubs Office*

2. Description of Event:

[ ]

3. What is the purpose of the event?

[ ]

4. How will this event benefit other students and the campus community at HSU?

5. What kind of publicity, advertising and/or outreach are you planning for this event?

6. If you are requesting funding for food, please explain how food is an integral part of the program.
   Please see food purchase policy in budget application materials. Note that food purchases over $200 must be part of a Cultural Programming Grant and an integral part of the program, not the sole purpose of the program/event (i.e. a dinner).

7. Is this event being co-sponsored with other campus departments (i.e. academic department)? If yes, please provide an explanation regarding level of involvement and list anticipated revenue on budget page.

8. What areas of your budget have you identified to be the lowest priority should we be unable to provide the total funding requested?

Campus Events Funding Request - Line Items Details

Organization: _____

Event: _____

Primary Contact Person: _____

Phone Number: _____

Email Address: _____

Expenses

Expenses	Amount	Explanation of Expenses
Speaker/Performance Fee:	_____	
Travel for Speaker		
Transportation:	_____	_____
Lodging:	_____	_____
Supplies & Services		
Decorations:	_____	_____
Equipment Rental:	_____	_____
Facility Rental:	_____	_____
Security:	_____	_____
Other:	_____	_____
Public Relations		
Art/Graphic Charges:	_____	_____
Publicity:	_____	_____
Printing Costs:	_____	_____
Food & Beverages*		
Catering:	_____	_____
Groceries:	_____	_____
Other:	_____	_____
Total Expenses	_____	

Please see food purchase policy in budget application materials. Note that food purchases over $200 must be part of a Cultural Programming Grant and an intergral part of the program, not the sole purpose of the program/event (i.e. a dinner)

NOTE: *Total expenses and total revenue must be the same amount. In order for these two figures to match you may need to contribute club funds or secure additional sources of funding.*

Anticipated Revenue

	Amount
Club Fundraising:	_____
Clubs & Activities Grant:	_____
Cultural Programming Grant:	_____
Campus Funding:	_____
Donations:	_____
HSU Div. Prog. Funding Grant:	_____
Other	_____
Total Revenue:	_____

Total Requested of this Board: _____

For Office Use Only:	
Total Allocation: **CAG:** _____	**Comments:**
CPG: _____	
Amount Requested: _____	
Amount Approved: _____	

For assistance with this form, contact Coordinator of MultiCultural Center in House 55, Rm 206 for Cultural Programming Board Grants. Contact the Clubs Office, UC South Lounge, for Clubs & Activities Grants.