



## **SAO Supplemental Funding Request Application**

### **Who is eligible to apply?**

Recognized student organizations are eligible to apply for Supplemental Funding.

### **What are the criteria for proposals?**

Proposals must support the mission of the Student Activities Office and the Division of Student Life

<http://studentlife.mit.edu/sao>; <http://studentlife.mit.edu/about/deans-office/vp-dean-student-life/mission-and-goals>

There must be a clear demonstration of the event's contribution to leadership development, community enhancement and/or diversity enrichment. Proposals must also demonstrate a benefit and/or impact on the MIT community. The reach of audience and number of students served is taken into account on impact.

**Strong consideration for funding will be given to those student organizations whom have participated in Student Organization training offered by SAO and DAPER in both the fall and spring semesters.**

### **What is the "typical" funding allocation for groups?**

Amounts between \$500 and \$1,000 are typically allocated depending upon reach, impact on audience, number of students involved, etc. If your group is looking for funding > \$1,000, we would recommend that you review the Funding Opportunities page for a grant which might better align with group's needs. You can find information on those grants here: <http://studentlife.mit.edu/sao/finance/funding-opportunities>.

### **Will fund:**

- Purely social activities, leadership retreats, on-campus and off-campus events, speakers, performances, etc. as long as the proposal demonstrates a benefit/impact to the community.
- Will consider capital expenses, speaker fees, honoraria and travel as long as there is a demonstration of benefit/impact on the community.
- One time and/or annual events. We recommend that students budget accordingly for recurring events.
- Prizes and awards for individuals are considered as long as its intended purchase is in line with MIT policy.

### **Will NOT fund:**

- Individual students and/or anything that only serves an individual, for example, travel grants solely for a student's professional development.
- Where there is not a demonstrated financial need (i.e. your main account shows significant funding that has not already been earmarked for specific events).
- Funds for direct donation to a local or national charity or non-profit.
- Group luxuries (i.e. dinners or trips/outings specifically designed for members).
- Travel by an individual; it must fund two or more people for the good of the organization, and again, demonstrate impact on the MIT student community.
- Anything that is not fiscally needed to achieve the goals of the program (i.e. expensive dinner, unnecessary travel).
- Anything that violates the law or MIT policies.
- We will fund student organizations only. For other funds that will fund individuals please go to <http://studentlife.mit.edu/sao/finance/funding-opportunities> for a list of funding opportunities across the Institute. We will not fund outside organizations or if a student organization is "fronting" for an outside group.

## Group Information

Organization Name (Official): \_\_\_\_\_

Main Account Number (Cost Object): \_\_\_\_\_ Main Account Balance: \$ \_\_\_\_\_

ASA Recognized? Yes \_\_\_\_ No \_\_\_\_ Current UA/GSC Allocation (if applicable): \$ \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Position within Student Organization: \_\_\_\_\_

## Event Information

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

## Funding Information

Funding Requested: \$ \_\_\_\_\_

Have you been previously awarded SAO Supplemental Funding? Y N If Yes, most recent date: \_\_\_\_\_

To what other funding sources have you applied? (add attachment if additional space required)

Source:	Amount Requested	Amount Confirmed (N/A if pending)
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

### Please attach the following:

- 1) Proposal Summary
  - a. Description of the event
  - b. Purpose and relevance to your organization; demonstration of impact on MIT
  - c. Description of how event/program will contribute to at least one of the following areas: leadership development, community development, and/or diversity enrichment
  - d. Description of how the event reflects SAO's and DSL's mission.
  - e. A detailed breakdown of your student group's involvement in planning this event, which may include a breakdown of job responsibilities, publicity plan, volunteer roles, collaboration with other student organizations, and any other information you deem pertinent to the success of your event
  - f. No more than 500 words (one page, standard type)
- 2) A completed Budget Worksheet (see back side for template)

**\*\*All Supplemental Funding Request applications must be received AT LEAST one month prior to the event date\*\***

Once an application is submitted, a member of the Student Activities staff will contact you to set up a mandatory meeting. This meeting must happen before the funding request can be reviewed. **If your program is funded, please be aware that you will be required to submit a summary report as well as a final budget following the event.**

## Event Budget Template

<b>EXPENSES:</b>		<b>FUNDING SOURCES:</b>		
Advertising	\$	Group Funding Account	\$	%
AV	\$			
Contracts	\$	Group Main Account	\$	%
Copies/Printing	\$			
Equipment rental	\$	Event Income Contribution	\$	%
Equipment Purchases	\$			
Event Food	\$	LEF Funds	\$	%
Facilities Rental	\$			
Fees/Licenses	\$	Arcade Funds	\$	%
Guest/Speaker Travel	\$			
Guest/Speaker Lodging	\$	SAO Supplemental Request	\$	%
Guest/Speaker Meals	\$			
Parking	\$	Other Sources (Identify)	\$	%
Police Detail	\$			
Postage/Shipping	\$	<b>TOTAL FUNDING</b>	<b>\$</b>	<b>100%</b>
Travel	\$	(Funding must equal expenses)		
Vehicle Rental	\$			
Other (identify)	\$			
Other (identify)	\$			
	\$			
<b>TOTAL EXPENSES</b>	<b>\$</b>			

*I understand that SAO Supplemental Funding is pending until I submit a completed summary report following the event. A follow-up meeting with a SAO staff member may be requested and other group members are encouraged to attend. The report/meeting must occur within a month following the event.*

Signature:

Date:

***Return this form to the Student Activities Office, W20 – 500***