**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

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.

**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](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](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
d 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

<table>
<thead>
<tr>
<th>EXPENSES:</th>
<th>FUNDING SOURCES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising $</td>
<td>Group Funding Account $</td>
</tr>
<tr>
<td>AV $</td>
<td></td>
</tr>
<tr>
<td>Contracts $</td>
<td>Group Main Account $</td>
</tr>
<tr>
<td>Copies/Printing $</td>
<td></td>
</tr>
<tr>
<td>Equipment rental $</td>
<td>Event Income Contribution $</td>
</tr>
<tr>
<td>Equipment Purchases $</td>
<td></td>
</tr>
<tr>
<td>Event Food $</td>
<td>LEF Funds $</td>
</tr>
<tr>
<td>Facilities Rental $</td>
<td></td>
</tr>
<tr>
<td>Fees/Licenses $</td>
<td>Arcade Funds $</td>
</tr>
<tr>
<td>Guest/Speaker Travel $</td>
<td></td>
</tr>
<tr>
<td>Guest/Speaker Lodging $</td>
<td>SAO Supplemental Request $</td>
</tr>
<tr>
<td>Guest/Speaker Meals $</td>
<td></td>
</tr>
<tr>
<td>Parking $</td>
<td>Other Sources (Identify) $</td>
</tr>
<tr>
<td>Police Detail $</td>
<td></td>
</tr>
<tr>
<td>Postage/Shipping $</td>
<td>TOTAL FUNDING $</td>
</tr>
<tr>
<td>Travel $</td>
<td></td>
</tr>
<tr>
<td>Vehicle Rental $</td>
<td></td>
</tr>
<tr>
<td>Other (Identify) $</td>
<td></td>
</tr>
<tr>
<td>Other (Identify) $</td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSES $</td>
<td></td>
</tr>
</tbody>
</table>

(Funding must equal expenses)

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**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: ____________

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