

ASSOCIATED STUDENTS EVENT FUNDING 2017-2018

The Associated Students funding councils welcome funding requests in support of activities and events for which the primary audience is CSU, Chico students.

- **Funding process will take up to 14 days. You are not allowed to spend AS allocated funds until final approval takes place.**
- Request for funding can be heard during the spring semester for events taking place the following fall.
- Events that occur prior to November 30th are encouraged to seek funds during the spring semester.
- Requests may come from any recognized CSU, Chico student organizations. If you lose recognition prior to your event, you will not be able to receive reimbursement for money spent.
- Funding is capped at \$4,000 per event. A sliding scale lowering this amount can be applied to repeated events.
- Funds are not allocated for the purpose of fundraising for your club or outside organizations.
- Requests that appeal to a range of interests across campus and the community and that use resources from sources beyond the funding councils are strongly encouraged.

SUBMISSION GUIDELINES

A funding application must include the attached application page, a completed signature page, an event narrative, a detailed budget, and additional statements involving the budget. **An original printed document must be submitted; no e-mails will be accepted.** Funding requests must be submitted to the Government Affairs Office in BMU 220 during regular office hours (Monday – Friday 9am – 5pm).

- All funding requests are reviewed as they are received and as funds allow.
- Requests will be evaluated based on clarity and compliance with application guidelines.
- Incomplete applications will not be considered.
- **Spring 2018 applications must be received by Wednesday for EFAC or DAC no later than 4:00pm in order to be added to the following weeks agenda.**
- All packets must be submitted in person to the funding commissioner or the Assistant Director. You may request office hours to ensure they will be in the office when you are ready to submit or you may schedule a meeting.

BUDGET DETAILS

Each proposal must include an itemized budget including all costs associated with your event, not merely the items you are requesting be covered by AS funds. There is a sample worksheet at the end of this application for you to reference. Please use the same format as the example.

- Food may only be requested from the Diversity Affairs Council and **must show that it is integral to the cultural and programmatic** aspect of the event and necessary for the events success.
 - A maximum of **\$500.00** can be requested specifically for food.
- **T-shirts may be requested only to distinguish event staff from event attendees. Shirts must say “event staff” or “volunteer” and the necessity of the shirts for the event must be explained to the council.**
- Wages or honoraria may not be paid to CSU, Chico students, faculty or staff.
- Proposals may be partially or fully funded based on the availability of funds
- Gift cards, of any kind, will not be considered.
- Funding is primarily available through reimbursement. For direct payment to performers additional paperwork is required and will require meetings with AS career staff.
- AS is not able to reimburse for any expenses incurred prior to approval by the BOD of funding.

EVENT NARRATIVE

Each proposal must include a typed response (on a separate sheet of paper) to the seven (7) questions below. **Hand written responses to these questions will not be accepted.** Be as detailed as possible, supporting your proposal with factual information and including budget estimates. This narrative will give council members background information on your event as well as help to prepare your club for the council presentation.

1. Describe the activity/event you are proposing and how the funds will be used.
2. **How does this event benefit the students of Chico State? Why do you think this activity/event is important to the student body/campus community? What is the impact to the student body?**
3. When and where is the activity/event planned to occur (date/time/location/building)?
4. How do you plan to advertise your event?
5. What other funding sponsorships/resources have you sought or received? Please include any fundraisers your organization may be planning.
 - a. If funding has been obtained from another source, please explain what that funding will be used for (ex: publicity)
6. If the activity/event for which you are applying is a collaboration and/or partnership with other agencies, registered student organizations and/or University departments, please describe their involvement.

LAST THINGS

There must be a minimum of 10 calendar days between the final BOD approval and your event date. The proposal may be heard and approved on the same day or the proposal may need to be heard by the council twice. The presenter should be prepared to answer questions about the event narrative. The presenter **must** be a student, preferably the event organizer. All additional paperwork (estimates, emails, invoices, etc) should be brought to this meeting if they were not attached to the original proposal.

If approved by the council, the Commissioner will submit the proposal to the Government Affairs Council and then it will be circulated to the Board of Directors. This process can take up to 14 business days. **You are not allowed to spend allocated funds prior to the final approval.**

Once your event is formally approved, the event coordinator and advisor will receive an email detailing the timeline for final approval, an event coordinator help guide and any other important information that needs to be shared.

A post event report must be submitted to the funding council following the event. Failure to submit this report may result in future funding requests being denied.

Initial meeting to discuss proposal with Commissioner (Date _____) Commissioner initials _____

Event Date: _____ Date needed in order to make agenda for event _____

Presentation date: _____ Location: _____ Time: _____

Date **completed** packet turned into commissioner: _____

Commissioner Signature _____ Follow-up Presentation date: _____

PROPOSAL COVER SHEET

☐ Diversity Affairs Council

☐ Event Funding Allocation Council

Event Name:	
Event Date, Time & Location:	Total Amount Requested: \$ Verified By: <input type="checkbox"/>
Student Organization:	
Event Organizer:	
Phone:	Email:
Organization Advisor:	
Phone:	Email:

Checklist – Use this to double check all required items are submitted with the proposal

- ☐ This cover sheet
- ☐ Acknowledgement page
- ☐ Signatures and verification page
- ☐ Event narrative
- ☐ Budget worksheet
- ☐ Estimates for budgeted expenses
- ☐ Publicity examples

For Office Use Only

☐ Scanned ☐ Saved to the drive ☐ E-mailed ☐ Returned to _____

Date Complete Proposal Received: _____ Received By: _____

Presentation Date: _____ Date to be heard by GAC: _____

Date to be heard by BOD: _____ Date funds can spent: _____

Project Number Assigned: _____ Funded in the amount of: \$ _____

Requesting group informed by _____ on _____ 20_____.

Was the Sliding Scale applied: YES / NO

ACKNOWLEDGEMENT PAGE
PRINT, SIGN AND ATTACH TO PROPOSAL

Mark all with an "X"

- ☐ Only recognized CSU, Chico student organizations are eligible for this funding.
- ☐ Funding is only for expenses directly related to the event identified in this request.
- ☐ All funded events must be in facilities that are ADA accessible.
- ☐ Each program/event is eligible for funding from only one AS source at a time.
- ☐ Funding requests from the council cannot exceed \$4,000.00.
- ☐ A sliding scale lowering this amount may be applied for recurring events.
- ☐ Allocated funds cannot be spent until after final funding is approved.
- ☐ Payments on items made prior to final BOD approval will not be reimbursed.
- ☐ Conference fees, retreats and expenses for travel outside of Chico are not eligible for funding.
- ☐ No compensation in the form of wages or honoraria may be paid to CSU faculty, staff or students.
- ☐ Gift Cards, of any kind, will not be considered
- ☐ No group or organization with an outstanding debt due to the AS is eligible for funding.
- ☐ Funding for t-shirts is only for the purpose of distinguishing members from event attendees.
- ☐ All funded events should be environmentally sound.
- ☐ All reimbursement requests must be received in BMU 220, May 10th, 2018.
- ☐ Proposals should be uploaded to a zip drive and provided to the commissioner 24 hours prior to the proposal

☐ PLEASE INITIAL **I HAVE READ AND AGREE TO FOLLOW ALL THE TERMS STATED ABOVE**

I certify that the information provided on this application and in the event narrative is true and accurate. I understand that the AS reserves the right to deny or revoke funding if provided with inaccurate or incomplete information. I ensure that the sponsoring club will make a genuine effort to publicize the event to all. **I recognize that the AS is only a funding source for my event and agree to indemnify and hold harmless the State of California, the Board of Trustees of the California State University; California State University, Chico, the Associated Students of California State University, Chico; and their officers, employees, volunteers, and agents from any and all claims, losses, damages or injuries to any persons, firms, corporations or property due to negligence on the part of this student organization during the above described event.**

Event Organizer's Signature: _____ Date: _____

☐ **I HAVE SEEN THIS PROPOSAL AND AGREE TO ALL THE TERMS STATED ABOVE**

☐ **I UNDERSTAND THAT PERFORMERS/SPEAKERS MUST COMPLETE ADDITIONAL PAPERWORK AND THAT STATE AND FEDERAL TAXES MAY BE WITHHELD AND DEDUCTED FROM THEIR PAYMENT**

Advisor's Signature: _____ Date: _____

SIGNATURES AND VERIFICATION WORKSHEET

All signatures must be collected prior to submission. Allow adequate time to collect signatures as appointments with staff may be required.

All student organizations are required to meet with the an approved designee of Student Life and Leadership in BMU 220 to verify their eligibility for funding, primarily to ensure that an event adheres to University Policies and secondly to confirm a reservation if the event will take place in a University Venue.

This organization is currently recognized and in good standing with the University - Initials of SLL Designee

Signature of Student Life Designee _____ Date _____

****For food purchased from outside vendors you are required to obtain a signature acknowledging the EHS requirements and responsibilities. Any outside catering will need to have insurance provided as required by Risk Management.**

Event Meeting date with SLL _____ Signature from SLL _____

This organization has the current reservation. Room Reserved _____ Estimated Facility Costs _____

Date _____ Signed by: _____

Authorized signature to confirm reservation (AS Conference Services, Housing, SLL, etc.)

For proposals that include the use of space and/or technical services in the BMU you will need to collect verification signature(s) from Conference Services in BMU 213. These signatures verify that you have an event venue and access to technical services and that you are aware of all costs that may be charged.

Room Reserved _____ Estimated Facility Costs _____

Signature of Deborah Lemmo, BMU Event Manager (or Designee)

Signature of AS Technical Department (if required)

For proposals that include the use of catering in the BMU you will need to collect verification signature(s) from Catering. These signatures verify that you have an event venue and that you are aware of all costs that may be charged.

Catering Contact: _____ Date _____

For proposals that include funding for Guaranteed Performers, all requests must obtain a signature from the Assistant Director in the Government Affairs Office, BMU 220.

Number of Performers _____ Total Amount Requested _____

Tax forms required _____

* STATE AND FEDERAL TAXES MAY BE WITHHELD AND DEDUCTED FROM THEIR PAYMENT ONCE WE HAVE REVIEWED THESE ITEMS*

Date _____

SAMPLE BUDGET WORKSHEET

THIS IS ONLY A SAMPLE!

Use this budget worksheet to show how expenses for your event/activity are being funded. If you are requesting funding from the AS you will need to submit some type of estimate for the expense.

List all costs for your event, not only those you are requesting to be covered by the AS

EXPENSE	REQUEST FROM AS	OTHER FUNDING
200 POSTERS – FULL COLOR 11x17 FROM THE PRINT SHOP	\$185.00	
HOTEL ROOM FOR SPEAKER AT OXFORD SUITES	\$155.00	
SPEAKER FLIGHT FROM NEW YORK	\$500.00	\$600.00
REFRESHMENTS		\$100.00
RENTAL CAR FOR SPEAKER	\$89.00	
ADVERTISING AT THE WREC	\$50.00	
CONFERENCE SERVICE CHARGE FOR SOUND AND LIGHTING		\$200.00
PROGRAMS (1.50 X 100)	\$150.00	
TOTAL REQUESTED FROM AS	\$1129.00	

TOTAL FUNDED BY OTHER SOURCE		\$900.00
TOTAL EXPENSE OF EVENT	\$2,029.00	

SAMPLE