

IU South Bend Student Government Association

This template/model is a useful guide on how to structure and compose a funding proposal. Student Government Association (SGA) members are more likely to consider and come to a resolution with regard to your proposal if the request addresses and details all the below mentioned items. Proposals which are vague and not specific are often deferred and postponed regardless of merit and appeal. Proposals should include the following:

- ▶ *Name of Student/ Organization/ Club* - Name of a club or organization officer/leader
- ▶ *Contact information* – E-mail address, phone number
- ▶ *Description of request* - What, when, where
- ▶ *Purpose & benefits* - Why it should be considered
- ▶ *Funding breakdown* – Approximate overall cost and itemized cost breakdown, e.g. traveling, food, scholarship, honorarium, etc.; and what portion you are requesting from the SGA
- ▶ *Fundraising Activities* - Any activities planned or which have taken place to help raise money
- ▶ It is not necessary for you to present your proposal in person at the SGA meeting but you may attend if you like.

IMPORTANT: The SGA will only consider requests that have been submitted by a currently registered IU South Bend student, club, or student organization. The request must be submitted to the SGA office at least 48 hours prior to the next meeting.

Furthermore, proposals requesting amounts of \$1,000 or more will be decided upon at least a week after the request has been submitted.

IU South Bend Student Government Association
Funding Proposal Form

Name of Student/Organization/Club (etc.): _____

E-mail Address: _____ Phone: _____

Description: _____

Purpose: _____

Benefits: _____

Total Overall Event Cost and Breakdown:

<u>Item</u>	<u>Expected Cost</u>	<u>Funding Amount Requested</u>

Fundraising Activities: _____

As a representative of the forenamed club/organization, I verify that the information on this application is correct to the best of my knowledge. I also understand that the SGA logo and/or name will be displayed as a sponsor on all promotional material distributed for said event. Finally, I understand that the requesting organization will make a good faith effort to have a club representative participate in Club Council.

Signature of Advisor: _____

Signature of Treasurer: _____

Date: _____

Date: _____

Signature of Applicant: _____

Date: _____

Account Number: _____

(This is the account you would like the money transferred into. Not for CLUBS, just university departments.)

Signature of SGA Recipient: _____

Date Submitted: _____