Funding Request Guidelines

Got a great project idea? Get Funding for Your Project or Event!

Are you planning an awesome event? Got a project you're working on that might appeal to lots of Porter students? If so, the Porter Senate wants to hear from you.

One of the primary duties of the Porter Student Senate is to distribute thousands of dollars every year to support student events and projects that will be a benefit to the Porter community. We do this through Funding Requests.

Funding Tips & Tricks

In regards to what events and projects we can fund, Porter Senate isn't constitutionally bound by many rules and regulations. We consider each request based on its own merits. Here are some tips and tricks to consider when creating your request:

- Get your request in as soon as possible. Requests that are received earlier in the quarter are more likely to receive funding. After all, we can't give out money if we don't have any more to give.
- Please print your name and contact info legibly, so we can contact you about your request if something comes up. If we have trouble getting in touch with you, it could delay your request.
- Our biggest concern when considering requests is the benefit funding such a project will provide to the Porter community. We'll usually gauge this by determining the proximity of the event or end product to Porter, whether the audience for the event or product will consist of many Porter students, and how many Porter students are involved in the production of the final product.
- How feasible is the project? Is the project well-planned? We're hesitant to give out money to projects that haven't been thought out logistically.
- Be as detailed as possible in your event/project description and budget. The more information you provide, the better idea we have of your event. Also keep in mind that you may be presenting to new students who may have no idea about the event, regardless of how many years it's been going on. For a brief example of what makes a good description and budget, see the next page.
- We typically won't fund food, travel, or other personal line items.
- We can't fund a request if no one shows up to give a presentation. Requests with no presenter present are tabled to the next meeting and automatically die after three meetings.
- The project can't break any college or university policies or any local, state, or federal laws.
- Finally, we can't give money to requestors that aren't affiliated with the university.

Description and Budget – Not so good example...

Porter Slug Show Description

This year's Porter Slug Show is happening at the beginning of Fall Quarter at the College Eighteen Dining Hall. It will be open to all Porter students. We are receiving some funding from other sources.

Budget

Dining Hall..........$500
PR...........................$100
Stuff for Show.....$100
TOTAL.................$700

Description and Budget – A better example...

Porter Slug Show Description

The Porter Slug Show is a yearly skit/talent show held by Porter College to welcome new students as part of Welcome Week. The event is produced by and stars Porter's RAs and Slugs. The purpose of the event is to provide entertainment to Porter's new students and provide a social space in which they can get to know their fellow hallmates, RAs, and community members. Past skits performed include:

[...]

This year's Slug Show is taking place on September 26th, 2009, at 8pm in the College Eighteen Dining Hall. The event is expected to draw 250 audience members and stars 30 of Porter's student leaders, based upon expected 2009 enrollment figures and estimated audience size from previous years.

So far, the event has secured $450 in funding from Porter's Welcome Week fund. The total budgeted cost for the event is $700. We are requesting $250 from Porter Senate for this event.

Budget:

Venue Costs	
College Eighteen Dining Hall, Rental Fee (Quoted by C18 CPC)	$400.00
Tech Crew (1 tech member, $25/hr * 4 hours)	$100.00
Promotion	
Blank Posters (18 x 24 inches, 10 posters at $5/poster)	$50.00
Glitter, for decorating posters (Assorted colors, 5 bags, $5/bag)	$25.00
Markers, for decorating posters (128 box set, $12.50/box)	$25.00
Show Props and Costumes	
Rental Costs for Props from Theater Arts Dept.	$40.00
Rental Costs for Costumes from Theater Arts Dept.	$60.00
TOTAL	**$700.00**

Questions? Email us, or drop by the Porter Activities Office!