

# Funding Request Guidelines

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

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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

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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.

Here follows a couple of examples for a hypothetical college event (which means, yes, the data on this page is completely made up). We've included a not so good example and a good example to give you a better idea of what we're looking for in your event/project description and budget.

## 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 26<sup>th</sup>, 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:

<b>Venue Costs</b>	
College Eighteen Dining Hall, Rental Fee (Quoted by C18 CPC)	\$400.00
Tech Crew (1 tech member, \$25/hr * 4 hours)	\$100.00
<b>Promotion</b>	
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
<b>Show Props and Costumes</b>	
Rental Costs for Props from Theater Arts Dept.	\$40.00
Rental Costs for Costumes from Theater Arts Dept.	\$60.00
<b>TOTAL</b>	<b>\$700.00</b>

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

Porter Senate  
Discretionary Budget Request Form

Sample

Steps to receive Senate Funding:

1. Fill out this form with as much detail as possible. **Attach an up to 2-page written description** of what you are seeking funding for and a complete budget (including expenses and income/revenue) in addition to your more condensed overview on this form. Your attached description may be placed on the Senate Bulletin Board in the dining hall for students to read and base their decisions on.
2. Submit this form the Activities Office (shelf marked completed forms) no later than **4 PM on Thursday**.
3. Senate will review your proposal. You must attend the Senate meeting at which your funding request will be considered (the Thursday you submitted it). Be prepared to give a brief presentation of your request and make any additional comments (**no longer than 2 minutes**) as well as answer questions. You will be informed of the amount you were awarded before you leave the meeting.
4. Funding confirmation will be sent to your campus e-mail address along with a form to complete in order to create a Purchase Order(s) for your project.
5. E-mail the completed form to [porter\\_activities@ucsc.edu](mailto:porter_activities@ucsc.edu). After one week, pick up your Purchase Order at the Porter Activities Office. There is no process for reimbursement.
6. Campus organizations should request a Transfer of Funds to another campus account. Attach SOAR or Student Media Funding Award Form to this application.

**Note:** Requests for funds made after the fact or after the event will not be considered. Fund transactions and paperwork must be completed by June 1 of the academic year.

Your Name: Sammy Slug Project/Event Name: Porter Slug Show  
Phone: (831) 555-1234 Campus Email: sammyslug-at-ucsc.edu  
College Affiliation: Porter Request Date: Sept. 10th, 2009  
Are you a registered SOAR Organization? Yes  No  Are you a Student Media Organization? Yes  No   
Organization: Super Slugs Go! Date of Event: Sept. 26th, 2009  
Location: College 18 Dining Hall Funds Requested: \$250.00  
Are you seeking funds from other sources?  YES  NO If yes, please list: Orientation Funds

Please attach a brief description of the program/event for which you seek funding (include a detailed budget, event description, funding you have secured and requests still pending).

If the program/event receives funding, our planning committee agrees to follow all policies and guideline set forth by the University's Major Events Policy, the Student Code of Conduct and any stipulations set in place by the funding body. I understand that it is our planning committee's responsibility to familiarize ourselves with this information.

Print Name: Sammy Slug Date: Sept. 10th, 2009  
Signature: Sammy Slug

And, of course, Sammy Slug didn't forget to attach his event description and budget! We just didn't add it here to save space.

**Office Use Only**

On \_\_\_\_\_ the Porter Senate voted to \_\_\_\_\_ FUND \_\_\_\_\_ NOT TO FUND \_\_\_\_\_

the budget request of \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

The following stipulations apply: \_\_\_\_\_

Porter Senate Treasurer's Signature: \_\_\_\_\_ Activity Code: \_\_\_\_\_

Here's a sample completed funding request form for a hypothetical college event (which means, yes, the data on this page is completely made up). Use this as a guide when filling out your request.

Porter Senate  
Discretionary Budget Request Form

Sample

Steps to receive Senate Funding:

1. Fill out this form with as much detail as possible. **Attach an up to 2-page written description** of what you are seeking funding for and a complete budget (including expenses and income/revenue) in addition to your more condensed overview on this form. Your attached description may be placed on the Senate Bulletin Board

**Please read the directions up top carefully!**

This section gives you information on the funding process and how you'll receive your funds should your request be approved.

4. Funding confirmation will be sent to your campus e-mail address along with a form to complete in order to create a Purchase Order(s) for your project.
5. E-mail the completed form to [porter\\_activities@ucsc.edu](mailto:porter_activities@ucsc.edu). After one week, pick up your Purchase Order at the Porter Activities Office. There is no process for reimbursement.
6. Campus organizations should request a Student Media Funding Award Form to this application.

**Note:** Requests for funds made after the first week of the semester and all paperwork must be completed by June 1 of the academic year.

Your Name: Sammy Slug Event Name: Porter Slug Show  
Phone: (831) 555-1234 Email: sammyslug-at-ucsc.edu  
College Affiliation: Porter Date: Sept. 10th, 2009  
Are you a registered SOAR Organization? Yes  No  Are you a Student Media Organization? Yes  No   
Organization: Super Event: Sept. 26th, 2009  
Location: College 18 Requested: \$250.00  
Are you seeking funds from: Orientation Funds

Please print your name and contact info clearly, so we can contact you about your request.

If you are a SOAR or Student Media org, be sure to attach a Funds Transfer Request Form, or we can't consider your request!

Please note, funds expire one week after Event Date or June 31st, whichever is sooner. For project and publications, list the anticipated date of completion.

Please **attach** a brief description of the program/event for which you seek funding (include a detailed budget, event description, funding you have secured and requests still pending).

**Don't forget to attach your project description and budget!**

We can't consider requests that are missing this attachment. Please be as detailed as possible! Requests that are not logistically sound or or lacking details are less likely to receive funding. Also please be sure to disclose all sources of funding, either already received or anticipated.

Signature: Sammy Slug

**Office Use Only**  
On \_\_\_\_\_ the Porter Senate voted to \_\_\_\_\_ FUND \_\_\_\_\_ NOT TO FUND \_\_\_\_\_  
the budget request of \_\_\_\_\_ in the amount of \$ \_\_\_\_\_  
The following student(s) received \_\_\_\_\_

**Questions? Email [portersenatetreasurer@ucsc.edu](mailto:portersenatetreasurer@ucsc.edu).**

On this sample Funding Request form, we've highlighted some common mistakes and important things to note. Use this as a guide when filling out your request.