CAMPUS LIFE FEE EVENT GRANT APPLICATION

Helping student events take flight

Grant Application # : _____

Applicant Information

Student Organization Name: _____ Date: _____

Representative Name: _____

Email: _____

Phone: _____

Are you partnering with another organization? YES ☐ NO ☐ If yes, what group(s)? _____

Project Information

Name of Event: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

Number of anticipated participants: _____

Please answer the following questions in an attached document:

- Give a clear and concise overview of event details.
- Intended goals of the event.
- Describe how your event will help to promote student development, enhance diversity and benefit the community.
- If you are collaborating with another student organization, please explain the efforts of each group in planning and implementing the event.
- Detailed Event Budget: document the entire anticipated event expenses and income. (Budget must show sources of funding pending and definite).
- What is the amount you are requesting?

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to grant funds, I understand that false or misleading information in my application or interview may result in ineligibility in the future and may be required to repay the full amount of the award.

Signature: _____ Date: _____

CAMPUS LIFE FEE (CLF) EVENT GRANTS

Purpose

Grants from the Campus Life Fee are intended to provide supplemental financial support to student groups seeking to host or participate in activities, programs, and special events that enhance the co-curricular experience for students at Binghamton University. Priority will be given to projects that promote student development, enhance diversity, and benefit the community.

Event Grant Overview

- Funding intended to support University recognized student organizations hosting activities, programs, and special events that promote student development.
- Funds represent contributions from Binghamton University students; therefore, events must be inclusive of the on-campus community.
    - Application must show the efforts have been made to make current students the primary intended audience for the initiative.
    - Events are free or low-cost for Binghamton University students.
    - Only on-campus events that are open to all students are eligible to receive funding.
- Application must demonstrate how the event promotes student development, enhances diversity, and benefits the community.
- Additional funds may be available for registered student groups who collaborate with one or more other registered student groups. Collaboration is intended to be more than just monetary support. A Grant award check will be provided to the primary applicant.

CLF EVENT GRANTS PROCESS

Campus Activities Fee Grant Initiatives are intended to further the student group experience. As funds are limited and many groups apply, applicants must be accountable to uphold the grants process. Funds must be used properly in order to ensure that groups continue to have access to funds. Therefore, the following **required procedures** are in place to ensure student group accountability:

1. **SUBMIT YOUR APPLICATION.**
   Applications must be submitted to Campus Activities in UUW207. Events must occur a minimum of 30 days after the grant application due date in order to be eligible for funding. Please note: grant applications are reviewed on a monthly basis. No funding will be given to activities held prior to the review of the application. All applications will be reviewed by a review committee made up of University students, faculty and staff. See Judging criteria used by the review committee. Please refer to the grant hearing schedule in order to submit your application in a timely manner.

2. **CLF GRANT HEARINGS.**
   Grant hearings will be held on a monthly basis with the CLF Grant Board. Board members will review your application and will decide if grant monies will be awarded. Awards will be given in one lump sum, checks will be requested after the submission of the Statement of Agreement and the pre-event meeting with the Associate Director has taken place. No exceptions will be made. Checks will be made payable to the student group serving as the primary applicant.

3. **SCHEDULE A POST-EVENT MEETING.**
   Grant recipients are required to have a post-event meeting with the Associate Director for Campus Activities within 30 days of your event completion date. Complete your Project Evaluation and Financial Report before your meeting and be prepared to present them at your post-event meeting.

Failure to comply with the policies or procedures may result in any of the following consequences to be determined by Campus Activities:

- Ineligibility to apply for grants for the remainder of the academic year.
- Ineligibility to apply for grants for the remainder of the calendar year.
- Probationary status may be assigned to the student group if any steps of the required procedures do not take place within 90 days of the scheduled event.
- May be required to repay the full amount of the grant award.

CLF Grant Board award decisions are final.

For more policies and tips regarding grant requests, please visit http://campusactivities.binghamton.edu.

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