

Louisiana Tech University

Student Organization Grant Packet

2009 - 2010

STEP 1: Obtain an Organization Grant Application and information packet from the Student Activities Office in Tolliver Hall.

STEP 2: READ AND REVIEW THE INFORMATION. The applicant is responsible for understanding all requirements for receiving an Organization Grant and submitting all the information before the set deadlines which are included in this packet. Contact the Student Activities Office at 257-3479 with any questions.

STEP 3: COMPLETE THE GRANT APPLICATION. Provide information on the type of project, support for project, number of students the project benefits, and relationship to organization and/or university mission. **Also, an organization budget and a project budget must be included with this Application, as well as any other supporting documentation, otherwise it will not be reviewed by the committee.**

STEP 4: SUBMIT THE COMPLETED GRANT APPLICATION. Turn in the Application to the Student Activities Office in Tolliver Hall by the deadline prior to the Organizational Grant Committee meeting. **Incomplete or late applications will not be considered.**

STEP 5: REVIEW OF APPLICATION. The Grant Application will be reviewed by the Organization Grant Committee. The Committee meets according to the attached schedule on page 8. A representative from the organization **is allowed and is encouraged** to attend this meeting to answer any questions the committee may have.

STEP 6: NOTIFICATION OF REQUEST. The applicant will receive notification of the Committee's decision. The Committee has the authority to grant full funding, partial funding, or no funding to the project. If the grant is approved for an organization using a University account, the funds will be transferred to the organization's on-campus account. **Checks will be available for pick-up at the Student Activities Office in Tolliver Hall about three weeks after approval has been granted.**

STEP 7: COMPLETE THE FOLLOW-UP ACTIVITY REPORT. If the proposal is accepted and a grant is received, the Follow-Up Activity Report along with all **original receipts*** must be submitted to the Student Activities Office in Tolliver Hall **within two weeks of the project's completion.** Any funding **NOT** used must be returned to the cashier's office under the organization grant's code for deposit. Turn in a copy of the cashier's receipt to the Student Activities Office as well. ***** All Follow-Up Activity Reports must be turned in to the Coordinator of Student Activities in Tolliver Hall. *****

**If the organization is using a University account, original receipts are submitted to the Comptroller for payment/reimbursement; therefore, recipients must provide a copy of the University ledger with the Follow-Up Activity Report for record of funds spent.*

Organization Grant Criteria 2009-2010

STEP 2: READ AND REVIEW THE INFORMATION.

The applicant is responsible for understanding all requirements for receiving an Organization Grant. Contact the Student Activities Office at 257-3479 with any questions.

The Organization Grant fund has been established by the student body of Louisiana Tech University to aid **recognized** student organizations in fulfilling the mission of the organization and in providing programs and activities that enhance the educational experience of the student body.

Any recognized student organization that is in good standing and that has received recognition from the University is eligible, with eligibility based on the two established deadlines of recognition (October 1, 2009 or January 29, 2010). New student organizations who are approved for university recognition by the October 1, 2009 deadline gain the ability to access grants on October 15, 2010. New student organizations who miss the October 1, 2009 deadline but meet the January 29, 2010 gain the ability to access grants on January 30, 2011. Procedures for forming an organization and the university guidelines for organizations may be found in the Student Handbook.

Criteria for Funding:

- I. General Guidelines
 - a. Each organization may make a maximum of one request per quarter.
 - b. Each organization may receive a maximum of three requests per academic year.
 - c. Organizations using University accounts must follow all University and State purchasing, travel, and property regulations.
 - d. Exceptions may be made for organizations requesting monies that exceed the maximum amount of money or requests allowed if project benefits the entire student population; project preserves Tech traditions and encourages school pride; and/or project improves University and/or organization facilities.
 - e. Money that is not used must be returned to the cashier's desk in Keeny Hall for re-deposit within two weeks of the event's completion.

II. Travel Related Expenses

- a. **Money can be used for registration costs incurred while traveling to organizational conferences, tournaments, workshops, etc.**
- b. **Registration costs include conference registration/programmatic fees only.**
- c. **Money will not be provided to pay for individual members' recreational spending while traveling on behalf of the organization, nor will money be provided for hotel, food, or traveling expenses, i.e., air, bus, train, etc.**

III. Organizational Programming and Services

- a. Money can be used to provide programming and/or services that benefit individual organizations.
- b. Each organization may request a maximum of \$2000.00 per quarter for programming and/or services that benefits the individual organization.
- c. Money requested must serve as an educational benefit to the organization or must aid in fulfilling the mission of the organization.

IV. Campus-wide Programming and Services

- a. Money can be used to provide programming and/or services that benefit multiple organizations or the entire student population.
- b. Organizations may request a maximum of \$6000.00 per quarter for programming and/or services that benefit multiple organizations or the entire student body.
- c. Money requested must serve as an educational benefit to the organizations involved or must aid in fulfilling the mission of the University.

V. Limitations on Spending

- a. Money requested may not be used to purchase alcohol or to pay for social events where alcohol is served.
- b. Money requested may not be used to pay for salaries of advisors, coaches, executive officers, or student members. (Money may be used to pay honorariums for speakers and guest lecturers.) **Please include all expenses and fees on the included/required invoice provided to the grant committee when turning in the grant application.**
- c. Individual members of the organization making the request may not receive personal benefit from the money requested.
- d. Money requested may not be used to provide for scholarships.
- e. Equipment purchased through the Student Organization Grant must be located in a common area on campus accessible to all members of the organization, not in a private residence or room.
- f. Money **cannot** be requested for purchase of equipment or services for University Departments.
- g. Organizations requesting funds for events must hold said events on the campus of Louisiana Tech University.

Ineligibility Procedures:

Any organization failing to complete a Follow-Up Activity Report within two (2) weeks will be ineligible to receive future funding until report is completed. In addition, any organization failing to submit report will be referred to the Student Organization Committee for disciplinary review. Procedures of the Student Organization Committee may be found in the Student Handbook.

Organization Grant Application 2009-2010

STEP 3: COMPLETE THE GRANT APPLICATION

Please fill out this form completely. It is very important that the application is as thorough and accurate as possible. Incomplete or late applications will NOT be considered. Also, an organization budget AND a project budget MUST be included with this application in order for it to be reviewed by the grant committee.

I. ORGANIZATION INFORMATION

Organization: _____ Date: _____

Organization President: _____

Phone #: _____ Email: _____

Applicant Name (if different than President): _____

Position (within the organization): _____ Email: _____

Faculty Advisor's Name: _____ Campus Phone #: _____

Faculty Advisor's Email: _____ Univ. Department: _____

Amount Requested: \$ _____

Is the organization properly registered and recognized by the university?

II. ORGANIZATION FUNDING

Has your organization tried to secure funds for this project outside of this grant? For example, through sponsors, members of the organization, or the participants of the event/activity. Please explain.

How does your organization acquire funds? Through membership dues, donations, etc.
(Attach a copy of last year's budget.)

For office use only

Date Received: _____ Amt. Requested: _____

Amt. Eligible: _____

Date Reviewed by Committee: _____ Amt. Funded: _____

Other: _____

Due Date for Follow-up: _____

III. EVENT INFORMATION

Project Title: _____ Date of Project: _____

Location: _____

Give a detailed overview of the project.

What is the main objective for this project?

What are the estimated costs of this project, and how will the funds be used? **(Attach a project budget, quotes, or other information that pertains to this project.)**

How will this project promote/enhance Louisiana Tech University, the members of your organization, and/or the general student body? **(Attach any brochures, letters, flyers, or anything else that supports this project.)**

Other:

IV. STATEMENT OF FACULTY ADVISOR, ORGANIZATION APPLICANT, AND DIRECTOR OF STUDENT DEVELOPMENT

Statement of Faculty Advisor:

To the best of my knowledge, the above application reflects a worthwhile student project, which will favorably enhance Louisiana Tech University through its members or the general student body.

Other comments:

Faculty Advisor's Signature

Date

Statement of Organization President:

I understand and agree to abide by all the rules and regulations of Louisiana Tech University and the Organization Grant Criteria. I understand that any funds received from this program are to go solely for the activity described in this application. I further understand that if a grant is received, I must turn in all original receipts and a Follow-Up Activity Report to the Student Activities Office. Also, any unused funds must be returned to the cashier's window in Keeny Hall within two weeks of event's completion. The receipt or a copy must be turned in to the Student Activities Office as well. I also understand that if I do not abide by the rules outlined in this application, my organization may be ineligible for an Organization Grant in the future.

Organization President's Signature

Date

Statement of Director of Student Development (located in the Student Activities Office in Tolliver Hall):

_____ is a registered organization on the campus of Louisiana Tech University and is currently in good standing.

Director of Student Development

Date

Effective September 8, 2009

2009-2010 Meeting Dates

STEP 4: SUBMIT THE COMPLETED GRANT APPLICATION.

Turn in the completed grant application to the Director of Student Development in the Student Activities Office in Tolliver Hall by the 4:00PM deadlines indicated below. The dates for the 2009 – 2010 grant meetings, as listed below, are subject to change, so check with the Student Activities Office for any questions or changes.

October 9 Deadline for proposals to be reviewed at the October meeting

October 20 Meeting at 1:30 p.m. in Keeny Hall 331

December 4 Deadline for proposals to be reviewed at the December meeting

December 14 Meeting at 1:00 p.m. in Keeny Hall 331

February 11 Deadline for proposals to be reviewed at the February meeting

**February 23 Meeting at 1:30 p.m. in Keeny Hall 331
** This is the last meeting for this academic school year.****

SUMMER MEETING - ** THIS IS THE ONLY MEETING IN THE SUMMER QUARTER. **

June 15 Deadline for proposals to be reviewed at the June meeting

June 29 Meeting at 10:00 a.m. in Keeny Hall 331

Follow-Up Activity Report 2009-2010

STEP 7: COMPLETE THE FOLLOW-UP ACTIVITY REPORT.

If the proposal is accepted and a grant is received, the Follow-Up Activity Report must be submitted to the Coordinator of Student Activities in the Student Activities Office in Tolliver Hall within two weeks of the project's completion.

Organization: _____

President's Name: _____

Project Title: _____ Date Project Completed: _____

Did you feel that the grant you received made your project more successful? Why or why not?

Did you use the funds allocated to your organization in the manner you requested them?

Please give a summary of the completed project:

Other comments:

Must also include:

- **All original receipts (monies that are not accounted for must be returned to the cashier's window in Keeny Hall with a copy of the receipt turned in as well)**

Organization President's Signature

Date

Advisor's Signature

Date

REMINDER:

*****Failure to turn in the Follow-Up Activity Report within two weeks of the project's completion will result in the forfeiture of an organization's ability to receive future grant requests. *****