**Louisiana Tech University**  
**Student Organization Grant Packet**  
**2006 - 2007**

**STEP 1:** Obtain an Organization Grant Application and information packet from the Student Government office in Tolliver Hall. YOU HAVE COMPLETED THIS STEP!

**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 SGA office at 257-4565 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, include an organization budget and a project budget with this Application, as well as any other supporting documentation.

**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 applications will not be considered.

**STEP 5:** REVIEW OF APPLICATION. The Grant Application will be reviewed by the Organizational Grant Committee. The Committee meets according to the attached schedule on page 7. A representative from the organization may be available to attend this meeting.

**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 must be picked up at the cashier’s desk in Keeny Hall, usually about three weeks after approval.

**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.

*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 2006-2007**

**STEP 2: READ AND REVIEW THE INFORMATION.**
The applicant is responsible for understanding all requirements for receiving an Organization Grant. Contact the SGA office at 257-4565 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 for one year and that has received recognition from the University for a minimum of one academic year is eligible. 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 two requests per quarter.
   b. Each organization may receive a maximum of four 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, where the check was picked up, 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 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 $3000.00 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 $8000.00 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.)
   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 Support Grant must be located in a common area accessible to all members of the organization, not in a private residence or room.
   f. Money can not be requested for purchase of equipment or services for University Departments.

_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.
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 applications will NOT be considered. Also, include an organization budget AND a project budget with this application.

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: _______________

Have you been a registered organization and in good standing with the university for at least one year? _______________

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: _______________
Amt. Funded: _______________

Date Reviewed by Committee: _______________ 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):*

___________________________________________ has been a registered organization on the campus of Louisiana Tech University for at least one year and is currently in good standing.

___________________________________________ Date
**2006-2007 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 deadlines indicated below. The dates for the 2006 – 2007 grant meetings, as listed below, are subject to change, so check with the Student Activities Offices for any questions or changes.*

- **September** 19  
  Deadline for proposals to be reviewed at October meeting

- **October** 3  
  Meeting at 1:30 p.m. in Keeny Hall

- **November** 14  
  Deadline for proposals to be reviewed at December meeting

- **December** 5  
  Meeting at 1:30 p.m. in Keeny Hall

- **January** 23  
  Deadline for proposals to be reviewed at February meeting

- **February** 6  
  Meeting at 1:30 p.m. in Keeny Hall

- **March** 20  
  Deadline for proposals to be reviewed at April meeting

- **April** 3  
  Meeting at 1:30 p.m. in Keeny Hall
Follow-up Activity Report 2006-2007

STEP 7: COMPLETE THE FOLLOW-UP ACTIVITY REPORT.
If the proposal is accepted and a grant is received, the Activity Report must be submitted to 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