

# SPRING 2010 PROGRAMMING GRANT GUIDELINES AND PROCEDURES

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## **PURPOSE:**

The Programming Grant was established in order to further the quality of student life at The University at Buffalo and enrich the educational, cultural and social experiences. Because the goal of the Programming Grant is to enhance the university experience of all students, it is important to remember that programming funds are to be used to expand existing programs or to help launch new projects. Funding can be received to further develop programs already in existence or for unique programs. Hosting a pre-existing program at the Center for the Arts this year, as opposed to previous years when it was held at the SU Theater, is an example of an expanding program.

## **ELIGIBILITY:**

Any group that is recognized by either a University at Buffalo student government or a university affiliated student organization, and is also affiliated with Sub Board I, Inc., may apply for the Programming Grant.

## **FALL APPLICATION PROCEDURES TIMELINE:**

Monday, January 25, 2010	Spring Applications are available
<b>Monday, February 15, 2010 by 5:00pm</b>	<b>Application Deadline</b> <i>(late applications will <b>not</b> be accepted)</i>
Friday, February 26, 2010 at 5:00pm	Programming Grant Approval Notification
Monday, April 26, 2010	Closing date for spring semester

*\*\*Note: Funds are to be used for indicated programs and activities as they are described in the application.*

*Proper documentation of any expenditure is required. Any funds that are dispersed that lack proper documentation must be returned in full. \*\**

## **GENERAL GUIDELINES:**

All funding requests must adhere to the stipulations of the Programming Grant Committee. Funding is also subject to the agreement between Faculty Student Association at SUNYAB and Sub Board I, Inc. All money disbursed shall be handled through the Sub Board I, Inc. encumbrance-purchasing system. Any organization whose program requires use of the SBI Ticket Office that fails to do so may be subject to forfeiture of awarded grant funds. Sub Board I, Inc. reserves the right to rescind a grant upon the breach of any stipulated guidelines of financial improprieties.

For any further questions or assistance please contact the Sub Board I, Inc. Corporate Services Office.

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Sub Board I, Inc. Treasurer, Antonio Roman

## **Sub-Board I, Inc. – General Programming Grant Guidelines**

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- Projects for grant consideration must enhance the quality of the university experience for SUNY/Buffalo students. Through the programming grant, organizations have the opportunity to increase the quality of the services they offer to students by creating new programs, expanding existing programs, and producing publications.
- The Programming Grant Committee has imposed a maximum cap of **\$500.00** on each grant request submission. Grants that are approved will be for amounts up to and including **\$500.00** only. **DO NOT** submit an application requesting more than the maximum cap.
- The committee may fund all, part, or none of the requested grant.
- Applications for co-sponsorship of club social and/or cultural events are not eligible since they are already funded through specific student government budgets and special activities funding programs.
- SBI must be acknowledged and recognized as a sponsor or partial sponsor on all advertisements for programs funded through programming grants.
- Grants for this year will remain active until April 26, 2010 (for spring or full year programs).
- Any money in this category that remains unallocated by the final Programming Grant closing date (April 26, 2010) will be returned to the Programming Grant Budget.

**Any program requiring the usage of the SBI Ticket Office must do so. Failure to use the SBI Ticket Office where required may result in forfeiture of grant money. It is the responsibility of the organization receiving grant funds to contact the Ticket Office to determine required usage.**

### **PUBLICATIONS GRANTS (The following additional rules apply)**

- Political publications are ineligible candidates for grants. The term “political” is used in the same sense as the SUNY Board of Trustees Guidelines for the expenditure of Mandatory Student Activity Fees which defines “political” as pertaining to any individual or group which participates in and enters candidates in the electoral process.
- Grant money may be used for any expense involved in the production and distribution process of publications as approved by the SBI Board of Directors (photocopying, typesetting, printing, mailing, etc.)
- Applications may be initiated by any group of students for the publication of student social, informational, or scholarly works for distribution on-campus and/or off-campus. A publication is defined as a written work (magazine, newsletter, brochure, electronic, etc.) that is used to convey information to the student community.
- Publication grants are limited to **\$500.00**
- Any publication receiving funds may not be sold, but must be distributed free of charge.
- SBI support must be acknowledged and a disclaimer prominently included in the publication.

## **Sub-Board I, Inc. – Procedural Guidelines**

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- Ensure that the proposed grant will affect a substantial portion of the student population.
- Be as realistic and accurate as possible when estimating projected costs. Show estimates from various vendors, and itemize both revenues and expenditures.
- Based on the amount requested, the applicant must prove that there is sufficient funding in order to support the program.
- In order to receive funding for conferences, please describe how the conference will benefit the student body, not just the individuals who are attending. In addition the registration fee for the conference is the only amount which will be funded.
- In order to submit the best possible application, consult your student government Treasurer or the SBI Treasurer to review the grant application before the due date.
- The Programming Grant Committee will adhere to the guidelines set forth in this document, but the funding of the grant is at the discretion of the committee. The overall goal of the committee when allocating funds is to be equitable and fair to the entire student body.

### **NON-FUNDABLE ITEMS:**

- **Speaker Honoraria**
  - Any request for honoraria must fund a speaker who is a recognized professional or academic in their stated field. UB Faculty, students, etc., are excluded.
- **Travel Expenses**
  - This specifically related to gas or airfare for students. Hotels and lodging for students can be funded by the grant. Travel expenses cannot be reimbursed to non-students.
- **Refreshments**
  - An event based on food (i.e. cooking competition) is fundable. However, events that have receptions, dinners, lunches, etc., these items will not be funded.



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### Sub-Board I, Inc. Grant Application

**PART I**

Grant Type (Check One):  Programming Grant  Publications Grant  
Program Timeline:  Spring

Organization Requesting Funding Organization Office Location

\$

Individual Completing Application/Contact Person Total Amount of Funds Requested

Address City State Zip

Phone Email

Name of Proposed Program Date(s) of Proposed Program

**PART II**

Your project *must* be affiliated with a student government or be a recognized student organization (RSO) to be eligible for a grant. Please check the box that describes your affiliation (*check one only*), and have the person whose name appears next to the checked box sign below in Part III:

**Student Governments (Treasurer):**

- Dental Student Association (Chintan Shah)
- Graduate Management Association (Christina Marinucci)
- Graduate Student Association (John Heberger)
- Medical Polity (Carla Christ)
- Student Bar Association (Helen Root)
- Undergraduate Student Association (Jordan Fried)
- School of Pharmacy (Kristina Marchese)

**Recognized Student Organizations:**

- Schussmeisters (Andrew Kulpa)
- Spectrum (Debbie Smith)
- Other (Please specify below):

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

**PART III (complete each of the following)**

- Attach a **typed** description to this application of the project or program that you wish to have funded by this grant.
- List all the estimated revenue and expenditures on the worksheet provided. Please type or print clearly!  
*(If you need further assistance with this please contact your Student Government Treasurer or the SBI Finance Director to ensure accuracy.)*
- Indicate the amount total funds you are requesting from Sub Board I, Inc.  
*(The amount should not exceed the maximum allocation amount of \$500.00. Failure to compile with this could result in application rejection.)*
- Remove pages 1 and 2 of this application and keep for your records.
- Student Government/RSO Treasurer Signature (corresponds to organization checked above in Part II).

X \_\_\_\_\_

*If you have any questions regarding the completion of this application, please contact the Treasurer (Antonio Roman) or*

Finance Director (Cheryl Mohabir) of Sub-Board I, Inc. at 645-2954 for assistance. Any incomplete or misinformation on this application may cause your grant consideration to be rejected. All decisions made by the Board of Directors of Sub-Board I, Inc. are final.



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### Revenue and Expenditures Worksheet

#### Estimated Project Revenue & Other Sources of Funding

Description (ie: ticket sales, fundraising, donations, budget lines, etc.)	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Revenue: \$

#### Estimated Project Expenditures (Cost)

Description (ie: honoraria, advertising, printing, supplies, equipment rentals, etc. INCLUDE NON-FUNDABLE ITEMS)	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Project Expenditures: \$

Amount Requested from SBI Programming Grant (Total Expenditures– Total Revenue) = \$

\*\*Amount must be less than or equal to \$500.00\*\*

(Transfer this amount to page 3)