

## Spring 2018 PROGRAMMING GRANT GUIDELINES, RULES, AND PROCEDURES

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### I. PURPOSE:

The primary purpose of the Programming Grant is to fund programs that further the quality of student life, and enrich the educational, cultural and social experiences at the University at Buffalo. In light of these goals, organizations that receive awards are to use them to launch new programs, expand existing programs, produce publications, attend conferences, or facilitate banquets. All funding is subject to the agreement between Faculty Student Association at SUNYAB and Sub Board I, Inc.

### II. ELIGIBILITY:

Any group recognized by a University at Buffalo student government or a University at Buffalo affiliated student organization, which is also affiliated with Sub Board I, Inc. may apply for the Programming Grant. Please work with your student government treasurer to include your organization's account number to affirm your status as a student organization and facilitate any disbursement of funds.

### III. APPROVAL:

In considering whether a grant is approved, the SBI Board of Directors may consider the following factors, **including but not limited to**, number of students affected, fiscal controls for the program, amount of grant request, the degree of expansion of existing programs, and/or the uniqueness of innovative new programs. The Board of Directors and Programming Grant Committee reserve the right to deny any application for any reason. (Please see additional guidelines and rules below).

### IV. FUNDING:

- A. The Board of Directors may fund all, part, or none of the requested grant amount. The Board of Directors will utilize the rules and guidelines in this document in determining whether your request will be funded or denied. The Board of Directors may reject your request or condition your grant award upon rules and guidelines not included in this document. All conditions stipulated by the Board of Directors, Programming Grant Committee and/or SBI Treasurer must be satisfied.
- B. The Board of Directors has imposed a **maximum** award amount on each grant request submission. The Board of Directors may approve part of the requested amount up to the maximum award amount. Grant applications that request *less* than the maximum amount have a significantly higher likelihood of approval.
  - i. **New program maximum - \$1,500.00**
  - ii. **Expanded program maximum - \$1,000.00**
  - iii. **Publication maximum - \$500.00**
  - iv. **Conference maximum - \$500.00**
  - v. **Banquet maximum - \$500.00**
- C. Sub Board I, Inc. reserves the right to rescind a grant upon the occurrence of any of the following: breach of application guidelines or rules, violation of contractual provisions, or financial impropriety.

## V. SPRING APPLICATION PROCEDURES TIMELINE:

<i>Monday, December 04, 2017</i>	Spring Applications Available
<b><i>Friday, February 16, 2018 by 4:30 pm</i></b>	<b>Spring Application Deadline</b> <i>(Late applications will <b>not</b> be accepted)</i>
<i>Monday, February 26, 2018 by 4:30pm</i>	Programming Grant Approval Notification
<i>Friday, May 11, 2018</i>	Closing Date for Spring Programs

*\*\* Note: Funds must be used for indicated programs and activities as they are described in the organization's application and conditioned in the Programming Grant Approval Letter (if granted). Organizations are required to submit proper documentation of any and all expenditures. Organizations that fail to submit any required or requested documentation will be required to return any dispersed funds. \*\**

## VI. GENERAL GUIDELINES:

- A. Projects for consideration must enhance the quality of the university experience for University at 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, producing publications, attending conferences, or organizing banquets.
- B. Funding may be sought to further develop programs already in existence or for new innovative programs. An example of an expanding program is 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.
- C. Ensure that the proposed grant will affect a substantial portion of the student population. The committee and Board of Directors may reject any application that is determined to impact an insignificant portion of the University's student population.
- D. The Board of Directors will adhere to the guidelines set forth in this document, but the funding of the grant is at the discretion of the Board of Directors. The overall goal when allocating funds is to be equitable and fair to the entire student body.
- E. In order to submit the best possible application, consult your student government Treasurer or the SBI Treasurer to review the grant application prior to the due date.

*If you have any questions regarding the completion of this application, please contact the Treasurer (Kyle Murphy) of Sub-Board I, Inc. at [murphy68@buffalo.edu](mailto:murphy68@buffalo.edu) for assistance. Any incomplete or misinformation on this application may cause your grant application to be rejected. All decisions made by the Board of Directors of Sub-Board I, Inc. are final and not subject to appeal. The Board of Directors and Programming Grant Committee reserves the right to reject any application.*

## VII. RULES:

In preparing a grant application, the individuals/organizations preparing the application should consider all of the following:

- A. Provide estimated costs from vendors, and itemize both revenues and expenditures. A failure to include primary source vendor estimates for all expenditures and accurate fiscal enumerations in this application will disqualify your request for funds. Be as realistic and accurate as possible when estimating projected costs.
- B. Based on the amount requested, the applicant must prove that there is sufficient funding in order to support the program.
- C. The Programming Grants Committee looks highly to applications that show a modest attempt at self-financing a portion of the proposal.
- D. Any program requiring the usage of a ticket seller or distributor must utilize the SBI Ticket Office. 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 SBI Ticket Office to determine required usage.
- E. SBI must be acknowledged and recognized as a sponsor or partial sponsor on all marketing materials for programs funded through programming grants.
- F. Any organization seeking a grant must have its funds centralized in a Sub Board I, Inc. account.
- G. The disbursement of all grants shall be handled through the Sub Board I, Inc. encumbrance-purchasing system.
- H. Applications must be submitted to your student government Treasurer or directly to the SBI Treasurer.
- I. All grants given to spring programs will remain active until *May 11, 2018*.
- J. Any funds that remain unused by the final Programming Grant closing date (*May 11, 2018*) for grants given to spring programs will be returned to the Programming Grant Budget.
- K. **NON-FUNDABLE ITEMS:**
  - i. **Non-Professional Speaker Honoraria**  
UB Faculty, students, and other non-professional persons are excluded from collecting honoraria. Requests for honoraria must fund a speaker who is a recognized professional or academic in their stated field. Applications should include information about the speaker (e.g. biography, curriculum vitae, web site, etc.)
  - ii. **Travel Expenses**  
Funding for any mode of transportation to and from an event is prohibited. Transportation is the sole responsibility of the organization and will not be provided through the SBI Programming Grant. Hotels and lodging may be funded by the grant.
  - iii. **Food and Refreshments**  
The use of Programming Grant funds to purchase food is prohibited. However, events that have food are eligible to be funded, as long as the Programming Grant money is not used for the purchase of food.
  - iv. **Social Events**  
Applications for co-sponsorship of club social events are **not** eligible for funding.

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**L. PUBLICATIONS GRANTS (The following additional rules apply to publications grants)**

- i. Political publications are ineligible 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 that participates in and enters candidates in the electoral process.
- ii. 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.).
- iii. Applications may be initiated by any organization 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.
- iv. Publication grants are limited to **\$500.00**.
- v. Any publication receiving funds must be distributed to UB students free of charge.
- vi. SBI support must be acknowledged as a sponsor of the publication, with such a disclaimer prominently included in the publication.

**M. CONFERENCE GRANTS (The following additional guidelines apply to conference grants):**

- i. Registration fee for the conference is the only amount that may be funded. The Board will not fund travel, boarding, or food expenses.
- ii. Conference grants are limited to **\$500.00**.
- iii. In your application, please describe how the conference will benefit the student body, not just the individuals who are attending. An example would be the date of a presentation to be made by the attendees to the student body, how many students will attend, and where the presentation will take place.
- iv. \*Note: Grants will be awarded to other qualifying programs first. The Board of Directors will then consider funding conference requests with banquet requests.

**N. BANQUET GRANTS (The following additional guidelines apply to banquet grants):**

- i. Banquet hall fees, plastic ware, cups, and table linens are the only amounts that may be funded. The Board will not fund food, transportation, or entertainment expenses.
- ii. Banquet grants are limited to **\$500.00**.
- iii. In your application, please describe how the banquet will benefit the student body, not just the individuals who are attending. An example would be how many students will attend and the details behind the banquet.
- iv. \*Note: Grants will be awarded to other qualifying programs first. The Board of Directors will then consider funding banquet requests with conference requests.

**PLEASE DETACH AND KEEP THESE RULES AND GUIDELINES FOR YOUR RECORDS. ONLY SUBMIT THE GRANT APPLICATION, WORKSHEET AND ANY ATTACHMENTS FOR CONSIDERATION.**

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## Sub-Board I, Inc. Grant Application (Spring 2018)

**PART I** (Please type or print legibly on this application. Illegible applications will be disqualified.)

Grant Type (Circle One):       New Program Grant       Extended Program Grant  
 Publications Grant       Conference Grant       Banquet Grant

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 ( <b>Must be before 05/11/18</b> )		

### **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 (*circle one only*), and have the person whose name appears next to the checked box sign below in Part III. The treasurer or financial officer should also include your account number.

#### **Student Governments (Treasurer):**

- Dental Student Association (Kamil Kuflewski/Alex Sikora)  
 Graduate Management Association (Marion (Jeff) Allen)  
 Graduate Student Association (Tilottama Turkar)  
 Medical Student Polity (Matthew Kaye)  
 Student Bar Association (Kevin Sculhern)  
 Undergraduate Student Association (Janet Austin)  
 School of Pharmacy (Joseph Santini/Amanda Naraine)

#### **Recognized Student Organizations:**

- Schussmeisters (Matt Moyka)  
 Spectrum (Greg Howell)  
 Other (Please specify below):

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

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

Student Org's SBI Account #: \_\_\_\_\_

### **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 of the expected revenues and expenditures on the worksheet provided. Also attach real, primary estimates of any expenditure. (*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. Failure to comply with this could result in application rejection.)*  
 Remove pages 1, 2, 3 and 4 of this application and keep for your records. You must abide by these rules and regulations.  
 Student Government/RSO Treasurer Signature (corresponds to organization checked above in Part II).

X \_\_\_\_\_

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OFFICE USE ONLY

## 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) – include real, primary source estimates of these costs

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

**Total Project Expenditures:** \$

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

\$

**\*\*Amount must not exceed the grant-type's limit\*\***

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