

# Division of Enrollment and the Student Experience Co-Curricular Fee Funding Application for Student-Generated Initiatives Fiscal Year 2017-2018

The co-curricular fee fund was developed with the Division of Enrollment and the Student Experience to provide financial resources for student-generated initiatives that promote and enhance the out-of-classroom experience for Undergraduate Students. For Division of Enrollment and the Student Experience departmental funding opportunities please refer to the Co-Curricular Fee Funding Application for Department Initiatives. To ensure that the co-curricular fee distribution is effective and inclusive, an Advisory Committee of staff and students will review funding requests for all student-generated initiatives submitted. The committee will evaluate applications and make recommendations to the Senior Vice-President and Dean of Enrollment and the Student Affairs.

## Application Submission Deadlines:

The deadlines for the 2017-2018 year are:

August 24, 2017

October 5, 2017

November 16, 2017 (for early spring, 2018 events)

January 18, 2018

February 15, 2018

April 19, 2018 (for early fall, 2018 events)

Please submit applications no later than 5:00 pm on the deadline date. Applications submitted after this date/time will be considered in the next funding cycle.

## Policies

Co-curricular Amount Requested: [Required]

## Terms Conditions [Required]

### Policies:

1. Students who apply must be undergraduates at Syracuse University/SUNY ESF. Seeing that this fee comes from the undergraduate co-curricular fee, all organizations that apply must be primarily composed of undergraduate students at SU/ESF.
  2. Please be sure to complete all sections of the application. Incomplete Applications WILL NOT be considered. A separate application must be completed for each program, activity or event. A detailed itemized proof of costs from the service provider, must be uploaded and submitted with the application by the due date.
  3. In the narrative section, please be sure to include a detailed description of the request explaining:
    - The purpose and need for this event, and how it will impact the SU student community
    - What co-curricular experience students will gain by implementing or attending this event
    - How this event fits into the mission and vision of the registered student organization
  4. If eligible for funding, and the cost is a fundable item through the Student Association (SA), registered student organizations must first apply through the Student Association (SA) process before applying for co-curricular funding. Failure to request funding through SA first will result in your application being denied.
  5. Funding may be full or partial. Funding may be denied if the committee feels that the organization has not allowed enough time to plan the desired event in accordance with SCPS, FASA, and/or the Office of Student Activities processes. Please refer to the Office of Student Activities RSO handbook for an event planning timeline. T-shirts and launch parties are rarely funded. Keeping in mind, cost per head, and menu choices, the committee reserves the right to limit the amount of funds allocated for food based on reasonable event needs, and if food is mission critical for the event to be successful.
  6. The amount of funding requested for one event may not exceed \$5,000. Funding/Reimbursement will not be provided for an event that has already taken place, likewise, cash advances are not permitted. SU is a tax-exempt university; therefore taxes paid will not be reimbursed. Please be sure to obtain a tax-exempt form from the Office of Student Activities prior to making purchases.
  7. Profits recycle back into the co-curricular fund unless the event is a benefit. If an event is a benefit, it must be designated as such on the application and a letter from the specific beneficiary must be submitted with the application by the application due date. Failure to provide a beneficiary letter will automatically result in your application being denied.
  8. The program, activity, or event must be implemented and completed during the academic year of the award. No awards are made for summer programming.
  9. Funds may not be used for gifts to students, for undergraduate scholarships, or for payments to students for services.
  10. Funding will be awarded primarily for programs/events that take place at Syracuse University's "On-campus venues" as defined by the Student Association Funding Code. This policy does not apply for travel to conferences, competitions, exhibits and field experiences that enhance the out-of-classroom connections with faculty or invited guests or for community service projects.
  11. Funds will be distributed primarily upon receipt of detailed, itemized invoices from the service provider. Funds may also be reimbursed for approved out of pocket expenses with copies of appropriate itemized receipts. At the conclusion of the program, activity, or event, a request for reimbursement should be submitted to Agnes Humphrey-Copes, 228G Schine Student Center or ahumphre@syr.edu. The request for reimbursement must include documentation that identifies the specific nature and amount of that approved expense as outlined in your original application.
  12. All requests for reimbursement must be received by Friday, January 5, 2018 for Fall events and by Friday, May 4, 2018 for Spring events. Reimbursements requested after the deadline will not be granted.
  13. A completed program evaluation and final expense report must be submitted no later than three weeks after the completion of the event. Failure to do so will result in ineligibility for future funding for that organization, person or event.
- Valid input:  
- Select only one choice.

[ ] I Agree

## Requestor Information

Name of Primary Student and/or Registered Student Organization (RSO) [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Name of Student Organization Requesting Funding

Please enter N/A if you are not a Registered Student Organization (RSO)

Position of Requester of Student Organization (President, Vice-President, etc.)

Name of Co-Sponsoring Student and/or Registered Student Organization (if applicable)

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:  
Middle initial:  
Last name:  
Email address:  
Phone number:  
Address:  
City:  
State:  
ZIP:

Name of Co-sponsoring Student or Registered Student Organization (if applicable)

Position of the Contact Person and Student Organization

## Registered Student Organizations

Name of Consultant from the Office of Student Activities or FASA

Note Please request an email from the consultant to Agnes Humphrey-Copes, ahumphre@syr.edu, indicating that she/he has reviewed this application

Valid input:

- Select only one choice.
- must select a value.

- Sarah Ross Cappella
- David Sargalski
- Courtney Jones
- Mercy Lavado
- Nathan Elequin
- Debbie Manobianco
- Mary Holland
- Justina Demott
- Cate O'Connor
- Aileen Coughlin
- Daniel Hoddinott

For Non-Sponsoring Student Organizations, Name and Title of Sponsoring Program Advisor

You MUST have a University Contact that will oversee this event/program.

Advisor's Department

Email Address of Advisor

Note Please request an email from the advisor to Agnes Humphrey-Copes, ahumphre@syr.edu, indicating that she/he has reviewed this application and is willing to serve as the contact for this program.

Valid input:

- name@myschool.edu

## Event/Program Information

Title [Required]

Date [Required]

Location [Required]

Anticipated Student Attendance [Required]

Valid input:

- Numeric - ex: 1111

Other Attendees (if applicable)  
Example: Community Members, Alumni, Faculty, Staff

Are tickets being sold [Required]

Yes  
 No

if yes, price

Is this event a benefit [Required]

yes  
 no

If this event is a benefit you are required to upload a letter from the beneficiary organization stating their willingness to accept donations. This must be submitted with the application by the submission deadline. Failure to submit this letter will re

Narrative [Required]

Provide a detailed narrative outlining the program/activity/event. Include how this program will benefit Syracuse University undergraduate students. Information about the purpose/mission of the organization would be helpful, as this will allow the committee to understand the benefit of the program to the university community and the relevance of the proposed program to the organizational mission. Funding will be awarded primarily for programs/events that take place at Syracuse University's "On-campus venues" as defined by the Student Association Funding Code. This policy does not apply for travel to conferences, competitions, exhibits and field experiences that enhance the out-of-classroom connections with faculty or invited guests or for community service projects. For proposed trips and conferences, a detailed conference itinerary from the conference website must be attached to this submission, and proper Travel Waivers and Travel Itinerary forms must be completed and submitted prior to any student or organization travel outside of Onondaga County.

## Budget Summary Sheet-Planned Expenses

Include a description of all anticipated program expenses and other sources of revenue and detail why this expense is needed for the success of this activity. Each amount listed below must be explained in full. All applications should specify the total cost of the event, the co-curricular funding requested, other funding requested, amounts granted and specific services or items already funded. If partially funded through the Student Association (SA), include the itemized list of items funded by SA. Be sure to attach all detailed proof of costs.

Describe venue/location of Program: [Required]

Dollar amount of venue/location. If it is free, please type 0. [Required]

Valid input:  
- Numeric - ex: 1111

Dollar amount of entertainment. If it is free, please type 0. [Required]

Example: Speaker/Artist costs, Honorariums, DJ's, Photo Booths, etc.

Valid input:  
- Numeric - ex: 1111

Describe entertainment: [Required]

Dollar amount for Equipment. If it is free, please type 0. [Required]

Example: Microphones, C.A.R.T., Lighting, etc.

Equipment Describe [Required]

Explain why equipment is necessary for this event/program.

Dollar amount for Supplies & Materials. If it is free, please type 0. [Required]

Supplies and Materials Describe [Required]

Explain why supplies and materials are necessary for this even/program.

Dollar amount for Publicity. If it is free please type 0. [Required]

Valid input:

- Numeric - ex: 1111

Publicity Describe (include publicity strategies to be used) [Required]

Explain why publicity is important for this event, and your plan/timeline for publicizing the event.

Dollar amount for Transportation. If it is free please type 0. [Required]

Example: Busing, Car Rental, Flights, etc.

Transportation Describe. [Required]

Explain why transportation is important for the event/program. You must be able to move all attendees to an off campus location in an orderly and timely fashion.

Dollar amount for Other Expenses. If it is free please type 0 [Required]

Please list all other expenses not listed above.

Dollar amount for Public Safety Expenses. If it is free, please type 0. [Required]

Public Safety is required if you are collecting money at the door of the event or venue.

Total Program Costs [Required]

\*Total of all costs above\*

Valid input:

- Numeric - ex: 1111

## Funds from other sources

Total funds requested from other resources:

Example: Student Association, Academic Department, Student Affairs Department, etc. List the name of resource, amount requested in the following format: IE: Student Association, \$4500.

Valid input:

- Numeric - ex: 1111

Are you eligible for SA funding [Required]

No

Yes

If yes, did you apply for funding

Yes

No ( if no then answer the next question)

If no, explain why you did not apply

If no, explain why you are not eligible for funding

List all funds received from other resources:

Example: Student Association, Academic Department, Student Affairs Department, etc. List the name of resource, amount received in the following format:

IE: Student Association, \$3000.

Please list multiple resources on a new line.

Total Funds Requested [Required]

Funds needed minus the funds already confirmed from other resources.

Valid input:

- Numeric - ex: 1111

Upload Proof of Cost [Required]

Please provide a detailed, itemized proof of cost for all requested funding. This includes letters/emails from artist/speaker confirming their availability and willingness to perform on the proposed event date. ALL food and catering requests must have detailed, itemized estimates. ALL conference travel must include a detailed itinerary of the conferences educational sessions directly from the conference website.

Upload documents detailing other resources received

Example: Allocation from SA, Allocation from a Department, etc.

Total Funds Requested From the Co-Curricular Grant [Required]

Funds needed minus the funds already confirmed from other resources.

\*This amount should match the amounts requested in the other sections\*

Valid input:

- Numeric - ex: 1111