2018-2019 UWL SA Organization Grant Application
Complete Application deadline: 4 p.m., Friday, October 5, 2018

Background
The Student Organizations Committee is responsible for the review and disbursement of grants, known as UWL SA Organization Grants. The purpose of these grants is to provide a means to request segregated fee support for organizations that do not already receive funding through segregated fees. Grant money will be awarded for deferring costs of club sponsored and organized activities on campus as well as events off campus, such as conferences, educational trips, and competition trips.

Eligibility/Criteria
- Student organizations applying for grant money must have attended one of the two offered All Student Organization Meetings during the current academic year. The Student Organization meeting time options for this year are: Tuesday, September 25 or Wednesday, September 26, 2018 in the Theater in the Student Union.
- The organization must have completed an Annual Registration Form via MyOrgs for this current academic year by Friday, October 5, 2018.
- Only events that occur between July 1, 2018, and June 30, 2019, will be considered for this grant cycle.
- **Priority** will be given to grant applications that:
  - Directly or indirectly benefit the largest population of current UWL students.
  - Are for the specific purpose of registration fees or speaker fees.
  - Have demonstrated efforts to raise additional money from other funding sources.
- **Low priority criteria:**
  - Requests for travel
  - Requests for lodging
- **Non-fundable**
  - Requests for food (including catering)
  - Supporting fundraising (regardless if it is a philanthropy)
  - Events resulting in academic credit for participants
  - Items considered of a personal nature (i.e. club T-shirts, sweatshirts etc)
  - Gifts of any kind
- Funding from one academic year DOES NOT carry over to the next academic year, and unused funds will be returned to the SUFAC committee.
- Organizations having received previous grant awards do not guarantee funding each year. The Organization Committee takes into account the type of applications being submitted that academic year and awards based on that particular pool of applicants.
- If your club forfeited all or most of your grant money allocated last year, you may not apply this year.
- All organizations must have all signatures, including the adviser, by application deadline to be complete.

Instructions/Timeline
- Before outlining your proposal, be sure to read the **Eligibility/Criteria** section listed above.
- Each application should be for **one purpose or event**. Multiple funding requests should be submitted on separate applications.
- Make sure to **fill out the entire application completely** and include appropriate signatures and typed abstract.
- If you wish to attach supplemental materials, they are in addition to the completed application.
- If your organization submits more than one grant, indicate your 1st priority, 2nd priority, etc.
- If the Student Organizations Committee deems it necessary, an organization may be requested to appear before the committee to clarify specifics of their application. Failure to comply with the request will jeopardize the organization’s grant application.
- **Incomplete applications will not be considered.**
- Organizations that are awarded grants will be notified, via email, no later than mid-November. The notification will include the amount of the award and information on how to use/access grant funding.
- **Should you receive a grant, you will be required to consult with the Student Organizations Committee advisor, Kelsi Grubisich, prior to any expenditure.**
- If you have questions about the grant application form or process, please contact Kelsi Grubisich (kgrubisich@uwlex.edu) at 608-785-8902, in 3200 Student Union, for assistance.
- Failure to adhere to deadlines may result in failure of accepting grant.
2018-2019 UWL SA Organization Grants Application Form

Complete all pages of this application & submit entire application packet to:
The COVE in 2200 Student Union or by emailing thecove@uwlax.edu by 4 p.m. on Friday, October 5, 2018

Organization Information

Organization Name:

Primary Contact Person: Email: Phone:

Faculty Advisor Name: Campus Address:

Faculty Advisor Email: Phone:

Organization Membership: Total Members________ including:________ that are current UW-L Students

Event Summary Information & Abstract

Event Title: _____________________________________________________________________

Event Date(s) [Month, Date(s), Year]:__

Event Location: At UW-L____ Other (please explain/provide exact address):_________________

Anticipated Attendance: Total Expected: __________ including:________ that are current UW-L students

Total Cost of Event $________ Amount of Organization’s Contribution: $___________________

Grant Request $__________________________________

Has the club applied to a grant last year (2017-18)? Yes_______ No_______

If yes, please explain.__________________________________________________________________________

If awarded, did the club use all the money? Yes____ No_____

*On the following page please REMEMBER to complete the 150 word typed abstract supporting your application

Certification

I certify that all information within and relating to this application is true and accurate to the best of my knowledge. I understand that falsification of materials or violation of proper procedure may jeopardize my organization’s eligibility for grants now and in the future. I certify that the organization I represent is currently registered with the University Centers office as a fully recognized Student Organization.

Name (print)_________________________________________ Organizational Title________

Signature:_________________________________________ Date:____________________________________

Faculty Advisor Signature:___________________________ Date:____________________________________

Please Note: Applications will not be accepted without advisor signature at time of application deadline.
Event Budget Information
Provide a proposed event budget for this specific grant application by completing all applicable areas below:

<table>
<thead>
<tr>
<th>Event Expenses</th>
<th>Total Cost</th>
<th>Requested Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Advertising</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Conference/Entry Fees</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Speaker Fees</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Transportation Costs</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Hotel Costs</td>
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<tr>
<td>Other (Explain):</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (Explain):</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Will there be Event Revenue from Ticket Sales?  Yes  No  If yes, how much? _______________
Will participants contribute to event costs?  Yes  No  If yes, how much? _______________
Will there be donations from any source?  Yes  No  If yes, how much? _______________

Abstract
150 word abstract. Please provide a typed abstract (no more than 150 words) detailing the purpose of this application. Please indicate how this grant will help your organization and how this supplemental funding will impact what your organization does on UWL’s campus and in the community. If applicable also indicate how your organization will assist with fund raising or if there are other funding sources assisting with this program.
If you are turning in a physical copy, please have it typed and stapled to the application. If you are submitting an electronic copy, please add your abstract below:
COVE’s Minute to Win It Game Show
October 29, 218 5pm-COVE

Want to have fun earning money for your organization and get to know other orgs around you? Sign up for The COVE’s Minute to Win It Game Show!

The COVE’s Minute to Win It Game Show is based on the game show *Minute to Win It*. Players need to complete challenges (e.g., tossing balls into cups, flinging tissues out of a tissue box) in order to move up the money ladder. The challenges can become very difficult, making it potentially frustrating at times. Players will work together as a team to earn either the 1\textsuperscript{st}, 2\textsuperscript{nd}, or 3\textsuperscript{rd} place prizes.

1\textsuperscript{st} Place: $500
2\textsuperscript{nd} Place: $300
3\textsuperscript{rd} Place: $200

Fill out the information below and turn in, along with your completed 2018-2019 Student Organization Grant Application by **October 5, 2018 at 4:00 pm.**

Organization’s Name: ________________________________________________

# of Participants (minimum of 2, maximum of 4) ______________________

Names of Participants (must be UWL student)

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________

Organization Adviser’s Name: ________________________________________

Complete and turn this application in along with your completed 2018-2019 Student Organization Grant Application (Minute to Win It applications without a completed 2018-2019 Grant Application will not be considered)