



2011-2012 ASI SPONSORED ACTIVITY GRANT APPLICATION

Associated Students, Inc. (ASI) of California State University, Fresno provides complimentary funding for recognized student organizations. All organizations are encouraged to apply for funds to sponsor events/programs. This application, details about the application process and the guidelines for using said funds are available online at <<http://www.asi.csufresno.edu/index.php/funding/asi-sponsored-activities-funding>>.

Important points to remember:

- ◆ Applications must be submitted at least 21 days, three (3) weeks, prior to an event/program for a request of funds of \$1,000 or less.
- ◆ Applications must be submitted at least 35 days, five (5) weeks, prior to an event/program for a request of over \$1,000.
- ◆ Funds will be allocated on a per event/program basis. Not all events/programs, or all components of an event/program, may receive funding. All applications **must be typed** using this form template.
- ◆ The maximum allocation to any student organization in any one academic year is \$2,000, and the total allocation for any one event shall not exceed \$6,000.
- ◆ All promotional materials **must be event specific** (event name and date on materials) and must give sponsorship credit to ASI using the approved logo of ASI. This includes, but is not limited to: printing, email, electronic promotion, etc.
- ◆ Only events/programs that are held **on campus** and are **free and open** to all Fresno State students will be considered for funding.
- ◆ All student organizations applying for funds must be **officially recognized** by the Office of Student Activities and Leadership Development by the date of submission of the request. Applications will not be accepted for non-recognized clubs/organizations.
- ◆ Funding allocations can only be expensed after all requirements have been met, and the official approval of the Vice President of Finance for the event/program has been received by the club/organization. **Original proof of payment** must be received with the expense authorization form (no copies).
- ◆ Expense authorizations must be submitted to the ASI office within the first 45 days following the event/program, or June 15th, whichever is sooner.
- ◆ Food, clothing, personal gifts, insurance travel, and basic operational costs will **not** be funded under any circumstances. For more detailed information, please see the Student Organization Funding Guidelines or contact the ASI office at (559) 278-2656.
- ◆ Upon submitting this application, applicants may be required to meet with the Vice President of Finance or other ASI representative to review the process and policies.

Contact the Vice President of Finance, James R. Stinecipher, via e-mail (jstinecipher@mail.fresnostate.edu) for more information about the application, funding process, and funding policies.



ASI SPONSORED ACTIVITY GRANT *FUNDING APPLICATION*

This application is a form template. Type in the gray boxes. Handwritten applications will not be accepted.

I. STUDENT ORGANIZATION INFORMATION

Student Organization Name: _____
Event Name: _____ **Event Date:** _____
On Campus Location (Building/Room): _____ **Event Time:** _____
Student Event Coordinator: *(name)* _____ *(phone)* _____
(CSU, Fresno email) _____
Student Organization Officer: *(name)* _____ *(signature)* _____
Faculty Advisor: *(name)* _____ *(signature)* _____ *(mail stop)* _____
(CSU, Fresno email) _____ *(CSU, Fresno phone)* _____

*All of the above fields are **REQUIRED**. Any funding application that does not have all of these fields completed in their entirety will not be accepted and will therefore not be eligible to receive funding. Submission of this signed application constitutes a binding agreement to abide by the ASI Funding Guidelines. The Event Coordinator and Faculty Advisor will receive an email from the Office of the Vice President of Finance when the funding application has been reviewed and a final decision has been made. At this time, an official funding decision letter will be available in the organization's mailbox, located in the Office of Student Activities and Leadership Development, USU 306.*

II. REQUEST SUMMARY

The maximum allocation to any student organization in any one academic year is \$2,000, and no more than \$6,000 will be allocated for any single event, regardless of the number of clubs applying for funds.

Amount of ASI Funding Requested

Performance Fees _____
 Facility Charges _____
 Promotion and Publicity _____
 Supplies _____
 Other _____

Total: _____

FOR OFFICE USE:

_____ Up to date signature agreement?
 _____ Official club?
 _____ Appropriate signatures?
 _____ Meets date requirements?
 _____ Does not exceed \$2,000?
 _____ Supporting documents attached?
 _____ Sample of promo material(s) attached?
 _____ Does the club understand the guidelines?
 _____ Made copy of page with date stamp?



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III. EXPENSES

Please include a **detailed explanation of all costs** for each category of the program, including costs not requested. Please be as specific as possible. Refer to attachments (Reservation Confirmation, price quotes, promotional materials, etc.) in the category's description area.

Performance Fees (Speaking or performing fee, travel, lodging, and meals)

total costs _____
amount requested _____

Facility Charges (Must attach a copy of **On Campus Reservation Confirmation**. Please include/list all fees associated with rental, technical issues, set-up, security, etc.)

total costs _____
amount requested _____

Promotion and Publicity (Examples of advertisements and preferred promotional materials must be attached; ASI's **official logo** must be included on **all** promotional materials. Promotional materials must also be **event specific** with a specified date and time.)

total costs _____
amount requested _____

Supplies (List event/program supplies; basic operational costs, office supplies, booth supplies, etc. are **not** appropriate expense types and will not be funded under any circumstance)

total costs _____
amount requested _____

Other (List any other cost(s) that did not fit in the above categories)

total costs _____
amount requested _____



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IV. QUESTIONS AND ANSWERS

Please answer the questions below. Attach additional pages if needed.
Please Note: Misrepresentations may result in sanctions on current and future allocations.

1. Please provide a detailed description of the event.
2. Please describe how this event/program will benefit Fresno State students.
3. How many Fresno State students do you anticipate attending this event?
4. Have you had this event before? If yes, please describe the past success of the event.
5. What sources of funding, other than Associated Students, Inc., do you plan on using for this event (i.e. organizational funds, contributions from other groups)? Please specify source(s) and amounts.
6. Will you receive money from event participants and/or charge admission to attendees whom are not Fresno State students? If yes, state the reason why and provide documentation to support your explanation.
Only under special circumstances will events that receive income from attendees also receive funding from ASI. In these cases, it remains a requirement for consideration of funding that all Fresno State students be admitted to the event free of charge.