

Small Grant Fund Policy 2009-10

The large majority of student organizations at Christopher Newport University will be eligible for funds through the Small Grant Allocation process. FEBs are not eligible. To be eligible for Small Grant funding, the following criteria must be met:

- 1.) The club/organization must be a recognized group on campus and be in good standing with the University. This means it must have met all eligibility requirements as outlined by the Office of Student Activities.
- 2.) New clubs and organizations are eligible for programming funds after four continuous months' existence on campus. At the discretion of the Small Grant Committee, clubs and organizations that are less than four months old may request startup funding not to exceed \$100. This funding must be used to help establish the organization so that it may operate on its own until the four-month period has been met.
- 3.) Any club or organization requesting funds must be able to demonstrate attendance at the finance workshops offered by the business manager.
- 4.) A Student Activities Event Registration form must be completed.
- 5.) An accurate organizational budget must be kept. This budget must be submitted with small-grant request.
- 6.) A post-event form must be completed in order to receive reimbursements or to be eligible for future grants.

The Small Grant Fund is available to organizations that will make a significant contribution to the campus community as well as to the individual organization. Generally clubs will not be awarded small-grant funding exceeding \$3,000 per academic year. This amount is not guaranteed to any organization and is distributed on a first-come, first-served basis. Consideration for requests exceeding this amount will occur when events are co-sponsored by multiple organizations. Requests for funding must fall within one of these categories:

- 1.) **Programming expenses:** Expenses in this category pertain to activities and events that occur on campus and are open to the university community. Activities and events are defined as educational or social interactive programs. It does not include services unless the services are a part of a larger program. Examples include leadership seminars, guest lecturers/speakers, social activities, etc. ... Requests in this category should include expenses for the program, such as speaker fees, publicity, etc. ... as well as any revenues to be collected from the event. Funding preference will be given to those organizations offering programs on Thursday, Friday or Saturday nights. Any contracts required for programming must be reviewed by the director of Student Activities prior to commitment and execution. Programs should not be used as fundraisers for sponsoring organizations or their members. Funding will not fund services such as, but not limited to, giveaways, food, beverage or donations of items if not tied to an event as defined above.

2.) Professional development expenses: A very limited amount of funding may be included within the Small Grant Fund request that supports the professional development of the organization. This includes pursuing special trainings that will directly assist organizational leaders in the discharge of their duties. Funding will generally be in the form of on-campus video conferences, speaker's fees or resources. It does not cover off-campus conferences, workshops or trainings that require travel. Funding within this category carries with it the expectation that knowledge gained from the trainings will be shared with the campus community in a demonstrable way. Typically, these funds should not cover seniors in their second semester/year or those who have previously attended the conference/workshop. This may mean that attendees will be required to present their knowledge to Small Grant Fund Committee or other groups on campus.

Small Grants are awarded specifically for the betterment of the campus community, typically through campus-wide programming events. As a result, Small Grants will not fund:

- 1.) Equipment purchases for the organization. Small Grants may fund equipment rental fees for an event.
- 2.) Donations.
- 3.) Fundraising activities specifically for the organization's gain. Funding may be available, at the discretion of the Small Grant Committee, for benefit events provided the funding granted is used for programming purposes.
- 4.) Contracts executed prior to receiving Small Grant funding.
- 5.) Events completed prior to receiving Small Grant funding.
- 6.) Events occurring off campus unless for professional development reasons.
- 7.) Non-academic competitions that do not meet programming guidelines as articulated in this document.
- 8.) Any part of alcohol at an event to include bar fees or security required to host such an event.

The Small Grant Allocation process requires student organizations to plan well in advance of their program date. Given the large number of requests that can occur from the array of student clubs and organizations, the Small Grant Fund Committee requires Small Grant Fund requests to be made no less than four weeks for requests exceeding \$500 or no less than two weeks for requests for \$500 or less.

Co-sponsorships between student organizations are encouraged. Requests must show the organizational contributions through funding and/or labor. Requesting organizations must demonstrate specific responsibilities in the co-sponsorship. The Small Grant committee may request a copy of a co-sponsorship agreement.

For more information regarding how to access these funds, please see the *Guide for Managing Campus Accounts Handbook*.