



University Housing Black Student Association

Funding Process

There are two ways to receive funding from the University Housing Black Student Association, which are collaborations and grants. We strongly encourage organizations to consider collaborating with UHBSA on programs and events. We welcome opportunities to work with other organizations and to provide planning, manpower, and financial support. Grants are available to organizations which need an additional funding resource.

CRITERIA

UHBSA considers several factors when deciding whether to approve a proposed grant. All submitted requests that are complete will be passed to the UHBSA executive board. They will consider the grant proposals on the following criteria:

1. Collaborative effort-preference will be given to events in which UHBSA can assist from start to finish.
2. Attention to Residence hall students.
3. Representation at UHBSA meetings and events.
4. Program location is accessible to students- We are a campus group if your program is downtown with no transportation your program would not meet this point.
5. Well designed program- We can see what the program is how it works and we can understand what the people attending will be doing.
6. Well organized presentation- The grant is complete, the University Housing money form is filled correctly, answers to the questions above are well written.
7. Type of Program- We will fund cultural, diversity, social, service and educational programs. Service programs are highly regarded.

Upon reviewing the grants on the above criteria the executive board will vote on whether the grant should be passed to the general body. The executive board can also chose to reduce the request if the amount is not supported by the materials in the grant. For example if you ask for \$500 but the function's budget states it will only cost \$250 to do the program.

WHAT IS IT?

On Grant Night \$4000 in assistance will be granted to groups for programs. This quarter's Grant Night will take place January 29th.

HOW DOES IT WORK?

The assistance comes in the form of reimbursements. In most cases you will be proposing a program that you plan to do and when the program happens receipts would be presented to the UHBSA and we will reimburse your expenses for the amount approved. The only way UHBSA will pay before the program is if we are directly paying a vendor, for example you receive a grant and would like the UHBSA to pay the cost of a DJ. Receipts are necessary for reimbursements.

We do not fund programs that have already occurred.

HOW MUCH CAN I ASK FOR?

UHBSA will not accept grants that request for more than 1/3 of the program's budget or grants in excess of \$500 (If you would like more funding consider doing a collaboration with the UHBSA). We are not giving out more than \$4000. Amounts requested should be supported by the budget for the program. Our desire is to

fund as many programs as possible, but we will not be organizations only source of financing. You need to have multiple sources of funding besides the UHBSA. .

WHAT DO I HAVE TO DO

Enclosed in this email is a University Housing funding request form. This form should be completed and emailed to barnes.491 by 11:59pm of the indicated due date (see dates below). This form can also be printed out and dropped off to the University Housing Office in Canfield Hall and it should be addressed to Lance Ginn. **Please note that grant forms are only looked at after the due date, meaning if your money form is sent incorrect in any way it will be rejected. If you have any questions about how to properly complete a money form feel free to contact barnes.491 for help before submitting your grant.** In addition you must include a typed response to the following questions:

- 1.) How will this program impact the student community in particular students on campus?
- 2.) Why should the UHBSA fund this program? Why would UHBSA members want to attend your program?

Please give thought to these questions, no less than a paragraph (4-5 complete sentences) will be accepted. We will also accept any kind of supporting material you might have such as a planned flyer as well as any description of the program you might have, this is not required but it does strengthen your proposal.

The proposal must be submitted by the following deadline:

- Proposals due January 22nd for the January 29th Grant Night

Grants will be presented and voted on by the order in which they were received. *First come, first served basis*

WHAT HAPPENS NEXT?

After grants are approved by UHBSA executive board they are passed on to General Body to be voted on.

The general body is given four options on grants they can vote to do the following

- 1) Fund the grant fully
- 2) Fund the grant for 75% of the amount requested
- 3) Fund the grant for 50% of the amount requested
- 4) Reject the grant entirely

The vote is by simple majority of the general body. Only students who are members of the UHBSA will be allowed to vote.

On the actual Grant Night you must send a representative of your group to present your proposal to the general body otherwise the grant will not be voted on.

The presentation should not be longer then 3 minutes. Be prepared to answer questions from the general body, these people determine whether or not your grant is approved.

Once your presentation is complete, you must leave the room as the general body votes. Each proposal will be voted on and the UHBSA Treasurer (Michael Barnes) will then notify the presenter as to the result and what's next.

Grant Approved!!

Any group receiving a grant must place on any advertisements for the program the name and logo of University Housing Black Student Association as a sponsor of the event. Failure to do so can result in forfeiting your grant.

A check is written once the University Housing Fund Request Form is fully filled out, it has a side for before and after the program, and all receipts & copy of advertisement (with BSA logo) must be attached to the form. Please remember that the completed money form is due a week after your program has taken place to Lance Ginn at the Canfield Hall Front Desk (Failure to turn in receipts on time will result in forfeiture

of your grant). After that you will receive information as to when and where your check can be picked up. The check must be signed for and that concludes the process.

QUESTIONS

If you need further information or have questions please contact Michael Barnes.491, UHBSA Treasurer or Lance Ginn.18, Advisor. Please note we are always seeking collaborative programs. If you would like to do a program together please contact our President Brett McFarland mcfarland.338@osu.edu.