

Budget Allocations Committee Funding Application – Fall Term 2009



Applying for Funding:

BAC Cycle Fall 2009

Wednesday October 7	Completed applications are due at 5:00 p.m.
Sunday October 11	Initial allocation will be e-mailed to the student groups
Monday October 12	Appeals Day 1
Tuesday October 13	Appeals Day 2
Friday December 4	Final Receipts are Due

Completed applications are to be submitted to the LSA SG office (G325 Mason Hall) no later than 5 PM on Wednesday, October 7 (there will be a labeled basket on the door). Late or incomplete applications will **NOT be considered for funding.**

If you have any questions or concerns, please contact:

Treasurer: Steven Benson, sbens@umich.edu, Wednesdays 4PM-6PM
BAC Chair: Sam Carmell, Carmell@umich.edu, Thursdays 1PM – 3PM
BAC Vice Chair: Hannah Barbakoff, hbarb@umich.edu, Mondays 1PM-3PM

There will be an appeals process for groups that feel they have been under-funded. Such groups will be required to sign up for an interview on the door of the LSA SG office.

Recommendations will be presented to the entire government on Wednesday, October 14th. At this meeting, a vote on these recommended allocations will take place. Organizations may choose to attend this meeting at 7:30 (1427 Mason Hall).

Copies of receipts with cover pages (page 11 of this application form) **MUST** be turned into the LSA SG treasurer, Steven Benson (sbens@umich.edu) at the LSA SG office (G325 Mason Hall), by Friday, December 4th.

If copies of receipts and cover pages are not turned in by this date and time, the allocation will be void. **REPEAT:** You will not be reimbursed unless you submit a copy of the receipts.

Be sure to turn in receipts for the allocated expenditures ONLY (otherwise your group will not be reimbursed). On copies of the receipts, please highlight the allocated expenses that you that BAC agreed to reimburse. REPEAT: You will only be reimbursed for allocated expenses

What Every Applicant MUST Know:

The Funding Policy:

- All student groups that receive funding must be registered with either MSA at <http://www.umich.edu/~msa/> or the SOAS office (2400 Michigan Union, 763-5767).
 - All student groups must submit a **COMPLETE** funding application.
 - The Budget Allocations Committee will not allocate more than \$2,000 to any student group.
 - A group can only request funding from LSA SG **ONCE** per term. A group may, however, receive funding for both fall and winter terms.

 - The following are considered when evaluating your application (not in order of importance):
 - Completeness of the application
 - Academic focus of the event/activity
 - Number of LS&A students involved and benefit to those students
 - Monetary need
 - Effort to obtain funding from other sources (MSA, RHA, OAMI, SAC, etc.)
 - Proximity to campus
 - Have demonstrated a history of using allocated funds, if funds have been allocated in the past (bylaw change as of 9/14/04)
 - BAC *usually* does not fund:
 - Capital goods: goods that can be re-used for other purposes (for example: electrical equipment, computers, tools, sports equipment, T shirts, office supplies, etc...)
 - Food/beverages
 - Club sports charged by the Athletic Department
 - Student salaries for services
 - General operating expenses (for example: mass meetings)
 - BAC usually does fund:
 - Advertising and publicity costs: posters, banners, Diag boards, etc...
 - Room and equipment rentals for events on campus
 - Printing and copying costs: fliers, quartersheets, etc...

 - Events to raise money or distribute scholarships/awards will not be considered unless LSA SG's name appears as a part of the gift award or scholarship.
 - All publicity for events that are funded by LSA SG must show that the event is LSA SG sponsored. However, political events must not show the LSA SG sponsorship.
 - Receipts should be turned into the LSA SG treasurer, Steven Benson (sbens@umich.edu) by **Monday, December 4th, 2009** in the LSA SG office (G325 Mason Hall). If receipts are not turned in by this date and time, the allocation will be void.
-

BAC Fall 2009 Funding Application

If you have any questions regarding this application, please contact a chair.

Organization Name: _____

SOAS Account: _____ MSA Registered: YES NO

Primary Contact Name: _____ Title: _____

E-mail: _____ Phone*: _____

**Please be available from 9-5 on the day of reviews if the funding body needs to contact you to clarify your application.*

Secondary Contact Name: _____ Title: _____

E-mail: _____ Phone: _____

I have read and I understand the LSA SG funding conditions on the application pages 1-2.

Signature: _____ Date: _____

Please circle any of the following which describe your group:

ACADEMIC/PRE-PROFESSIONAL

CULTURAL/ETHNIC

POLITICAL

ENTERTAINMENT

COMMUNITY SERVICE

RELIGIOUS

ATHLETIC

For BAC Use Only

R _____ I _____ A _____

Rst/Evt: _____

Describe the overall purpose of your organization and the types of activities it holds:

No. of active students: _____ No. on group e-mail list: _____

No. of students in LS&A: _____

Avg. attendance at meetings/events: _____

How often does your group meet? _____

Do all of your activities take place on campus? If not, where else do they take place?

Does this group engage in political activity, i.e., electoral, partisan, etc.?

Does this group work with any departments or other organizations?

Is this group affiliated with a national or parent organization?

FINANCIAL INFORMATION

PLEASE FILL OUT ALL INFORMATION CLEARLY & CAREFULLY

Section 1 - Account Balances		
Please list the balance of any and all SOAS accounts your group accesses. Include also the balances of any external, commercial bank accounts the group holds (e.g. Comerica, TCF Bank, etc.)		
	Account Location (SOAS Number/Bank Name)	Balance
	SOAS	\$
		\$
		\$
	Total Account Balance (sum of above columns)	\$
Section 2 - Funding Received And/Or Raised		
Please identify ANY other funding (besides dues) that your group has or will definitely be receiving/raised over the semester. These sources could include other U-M funding bodies (CSC, BPC, BAC, etc.), outside donations, national organization allocations, etc.		
	Funding Source	Expected Amount
		\$
		\$
		\$
	Total Expected Funding (sum of above columns)	\$
Section 3 - Funding Pending		
Please estimate ANY other pending funding (besides dues) that your group could possibly receive over the semester. These sources could include other U-M funding bodies (CSC, BPC, BAC, etc.), outside donations, national organization allocations, etc.		
	Funding Source	Expected Amount
		\$
		\$
		\$
	Total Pending Funding (sum of above columns)	\$
Section 4 - Dues		
Please estimate all dues that are not reflected in any of your bank accounts at the time of filling out the application. Leave blank if dues have already been added to your accounts.		
	Expected Number of Dues-Paying Members	(1)
	Dues Charged Per Member	(2) \$
	Total Dues Revenue {Field (1) x Field (2)}	\$

FINANCIAL SUMMARY

Section 5 - Debt & Liabilities		
Please identify all pre-existing debts or liabilities your group currently holds. This includes <i>all</i> expenses incurred <i>thus far</i> which cannot be put to use this academic term.		
	Debt / Liability Description	Amount
		\$
		\$
		\$
	Total Debt & Liabilities	\$
Section 6 - Projected Expenses		
Please identify all reasonable projected expenses for your group this academic year. This includes any future costs , events, etc., you have OTHER THAN those expenses for which you are applying.		
	Projected Expenses Description	Amount
		\$
		\$
		\$
	Total Projected Expenses	\$
Please copy the values from the above worksheet to create your cash flow summary.		
	Total Account Balances (section 1)	\$
	Total Expected Funding (section 2)	\$
	Total Dues Revenue (section 4)	\$
	--MINUS--	
	Total Debt & Liabilities (section 5)	\$
	Total Projected Expenses (section 6)	\$
	Cash Flow	\$

If there is any further information that may provide us in order to present a more complete financial picture of your organization, please attach it to the end of this application. This especially applies to club / recreational sports or groups with exceptionally large budgets.

Adding your own budget cannot replace this form. It can only be used as supporting documentation to clarify the above information.

EVENT DESCRIPTION NO. [_____]

Complete pages 7-9 for each event. If you are holding a series of similar events, e.g., weekly speakers or meetings, list it as one event.

Event name: _____

Event date(s): _____ Event location: _____

Briefly describe this event. What is its overall purpose?

Describe how this event will impact our campus and the student body.

Describe how your events will include other groups or departments.

When will the event be held?

Where will it take place?

Briefly describe the event. What is the overall objective of the activity/event for which your group is requesting funding?

Briefly explain how the activity/event for which your group is requesting funding will impact our campus.

BUDGET FOR EVENT NO. [_____]

Please fill out this form for each corresponding event description page. List ALL expenses.

Category:	Total Cost:	Amount Requested From BAC:	Rank:
Advertising & Publicity			
• Posters/Flyers	\$ _____	\$ _____	_____
• Other: _____	\$ _____	\$ _____	_____

Notes: _____

Operations

• Office Supplies (please specify)	\$ _____	\$ _____	_____
• _____	\$ _____	\$ _____	_____

Notes: _____

Printing & Publications	\$ _____	\$ _____	_____
------------------------------------	----------	----------	-------

Please attach a copy of the publication to the end of this application.

Facilities Rental

• Equipment (please specify)	\$ _____	\$ _____	_____
• _____	\$ _____	\$ _____	_____
• Room Rental	\$ _____	\$ _____	_____

Notes: _____

Services/Salaries

• Speaker Honorarium	\$ _____	\$ _____	_____
• Speaker Travel	\$ _____	\$ _____	_____
• Speaker Lodging	\$ _____	\$ _____	_____
• Other: _____	\$ _____	\$ _____	_____

Student Travel

• Lodging	\$ _____	\$ _____	_____
• Transportation	\$ _____	\$ _____	_____
• Vehicle Rental	\$ _____	\$ _____	_____
• Gas	\$ _____	\$ _____	_____

Capital Goods

• T-Shirts	\$ _____	\$ _____	_____
• Computer/Equipment	\$ _____	\$ _____	_____
• _____			

Food _____	\$ _____	\$ _____	_____
Other: _____	\$ _____	\$ _____	_____

TOTAL EXPENSES	\$ _____	\$ _____	
-----------------------	----------	----------	--

Please use the notes sections above to explain any costs in greater detail.

SUMMARY OF REQUESTS

	Total Expenses	Amount Requested From BAC
Event #1	\$ _____	\$ _____
Event #2	\$ _____	\$ _____
Event #3	\$ _____	\$ _____
Event #4	\$ _____	\$ _____
Event #5	\$ _____	\$ _____
Event #6	\$ _____	\$ _____
 TOTAL	 \$ _____	 \$ _____

BAC requires organizations who receive funding to either include the phrase "Sponsored by the LSA Student Government" or place the LSA SG logo, available at ????????????, on a publication that is distributed for the event. Violations of these guidelines may result in student organizations losing their ability to request funding in the future. Any questions should be directed to the BAC chair/vice chair or the treasurer.

For BAC use only

A _____ **B** _____ **C** _____ **D** _____ **T** _____

N _____

R _____ **G** _____

Y _____

LSA SG Reimbursement Cover Page

Name of Organization: _____

SOAS Account # _____

Total amount allocated by LSA SG: _____

Total amount of reimbursement: _____

Primary Contact: _____ **Position:** _____

Phone # of primary contact: _____ **E-mail:** _____

- Be sure to completely fill out this sheet. Incomplete forms will **NOT** be processed.
- Be sure that all receipts are for the allocated expenditures **ONLY** (i.e. advertising, supplies, etc).
- Please make a copy of all receipts. If the receipt copy contains non-allocated expenses please highlight the expenses allocated by BAC for reimbursement.
- Attach this sheet to **ONLY** copies of your receipts. **DO NOT TURN IN ORIGINAL RECEIPTS.** Incomplete forms will **NOT** be processed and your allocation will be void.
- Please hand in all copies of receipts at one time so as to reduce the amount of paperwork.
- Please contact LSA SG Treasurer, Jeff Wojcik (jwojcik@umich.edu) with any questions that you may have about this process.
- Return this sheet to the LSA SG office (4152 Michigan Union) no later than ****April 13th by 5:00 pm****

Briefly describe how items on each receipt were spent:

Location of Purchase	Date	Brief Description	Amount Spent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____