



Provost Programming Grant

GUIDELINES

Submit grant applications to the Student Affairs Office, Wright 104

Purpose

The Provost has available funds which can be applied for by registered student organizations and Student Affairs departments. These programming grants are not permanent organizational funding. The purpose of the grant program is to provide the opportunity for registered student organizations and Student Affairs departments to present quality programming for the USI community. The Provost will make the final allocation decisions.

**Student Affairs Office
Wright Administration Bldg.
Room 104
8600 University Blvd.
Evansville, IN 47712**

Questions?
812-464-1757

For application :

[http://www.usi.edu/studentaffairs/
grants](http://www.usi.edu/studentaffairs/grants)

Who is eligible for funds?

All registered student organizations in good standing with the Student Development Programs Office, as well as departments with Student Affairs.

Criteria for the funds

1. Programs/events must be open to the entire USI community.
2. Programs will be evaluated based on relevance to the strategic goals of USI and Student Affairs.
3. Programs not eligible for funding include those activities which are geared for a limited audience, such as recognition awards and banquets, denominational religious activities, or partisan political activities.
4. Grant funds cannot be used for capital improvements, one time purchases of equipment or durable goods.
5. No programming grant funds shall be used to fund scholarships, student or USI employee salaries or travel.

Policies & Processes

1. Programming grants shall primarily be used to assist registered student organizations in presenting programs which they otherwise would be unable to present.
2. Student organizations receiving a programming grant MUST have a USI agency account.
3. Funding for events and programs will depend upon the merit of the program and availability of funds.
4. USI accounting procedures must be followed.
5. Generally, funds are allocated for programs held on University premises.
6. If an admission fee is charged to cover a portion of the cost incurred by the program, the income generated above the costs, up to the full amount of the grant, must be refunded.
7. Registered student organizations that have non-USI members, must insure that handling of all funds is by a USI student or USI faculty/staff advisor.
8. Grant funds must be used in compliance with state and University regulations.
9. To open an account, the organization will need to have a USI faculty/staff advisor. The advisor should call Accounts Payable to set up an account.
10. An Event Budget form must be completed with the Grant Application form.
11. Violations of University policies during a Provost Program Grant funded program will result in a loss of grant application privileges.
12. It is the policy of the University of Southern Indiana to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or veteran status.



PROVOST PROGRAMMING GRANT APPLICATION

Complete both pages, attach the event approval from your faculty/staff advisor, and deliver documents to:
Student Affairs Office, Bryon C. Wright Administration Building, Room 104A

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Date: _____ Student Organization / Department: _____

Faculty/Staff Advisor Name: _____ Email: _____

Office Phone: _____ Cell Phone: _____

USI Account Fund Number: _____

(NOTE: If funding is approved, funding will be transferred into this account number.)

Student Contact Name: _____ Email: _____

Cell Phone: _____

NAME OF EVENT / PROGRAM _____

Date: _____ Time: _____ AM PM Location: _____

Type of Event: Educational Social Cultural Recreational Service

Other: _____

Purpose of Event / Program: _____

Describe the type of audience the event / program is intended: _____

Which organizations / departments are assisting in the production of this event / program? : _____

List members of the program planning committee and their responsibilities: _____

OFFICE USE ONLY

Date Received: _____ Amount Requested: _____ Amount Approved: _____

Provost Approval: _____ Grant Processed: _____

An Event Budget Request form must accompany this application for consideration of grant funding.



PROVOST PROGRAMMING GRANT Event Budget Form

This is page two of the Provost Programming Grant application. Complete this form by itemizing all expenses shown below that relate to the event. If the program is relying on the programming grant for more than the majority of funding, do not enter into any agreements or sign any contracts until an official decision has been made.

	DESCRIPTION	AMOUNT BUDGETED	REVENUE SOURCE
♦	TALENT / ENTERTAINMENT - Speakers, artists, bands, films, etc.		
♦	LOCATION OF EVENT - Reservations, decorations, table/room set-up		
♦	TRANSPORTATION - Airline tickets, ground transportation, lodging, etc.		
♦	CATERING - Food, Hospitality		
♦	ADVERTISING / PROMOTION OF EVENT - Tickets, posters, flyers, invitations, ads, etc.		
♦	EQUIPMENT - Lighting, sound, staging, easels, flipcharts, projectors, microphones, costumes, monitors, etc.		
♦	TECHNICAL SUPPORT - Security, sound/lighting technicians, video, etc.		
♦	OTHER - Briefly describe in the space provided below the item or service not listed above:		
TOTAL BUDGETED			
Amount Funded by Other Sources			
AMOUNT REQUESTED			

Attach the Provost Programming Grant application and all additional information before submitting completed documents to: **Student Affairs Office, Bryon C. Wright Administration Building, Room 104A.**