

Kutztown University of Pennsylvania
**McFARLAND STUDENT UNION ADVISORY BOARD GRANT
 REQUEST FORM**

This form is used for all clubs, organizations and offices requesting consideration for the MSU Advisory Board Grant. Student clubs and organizations should also apply for PSECU Social Responsibility Grant if applicable.

INFORMATION

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| 1. Sponsoring Office or Organization: | |
| 2. Program Title: | |
| 3. Event Date & Location (must be in McFarland Student Union): | |
| 4. Description of program: | |
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| 5. Funds to be deposited into SGA or University Account #: | 6. Amount Requested: <i>(max. \$250 per event, \$500 for late night event)</i> |
| 7. Budget Outline & Total Cost of Event: (please attach any copies of quotes or contracts already received) | |
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| 8. Student Organizer: | 9. Student Signature: |
| 10. Phone: | 11. Email Address |
| 12. Advisor: | 13. Advisor Signature: |

FOR OFFICE USE ONLY

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|--------------------------------|---|--|
| Grant Application Received On: | Current Registration on file? Yes <input type="checkbox"/> No <input type="checkbox"/> | Denied <input type="checkbox"/> Approved <input type="checkbox"/> |
| Approved By: | Date: | Confirmation Sent On: |

Return this form to the McFarland Student Union, 274 McFarland Student Union, Kutztown University of Pennsylvania, Kutztown, PA 19530. 610-683-4018.



Kutztown University McFarland Student Union Advisory Board Grant

Who is Eligible to Receive Funding?

Any Academic Department, Administrative Office, Individual Student or Student Organization (must be registered with the Office for Student Involvement for the current academic year) may apply!

Eligible Programs

Your application must demonstrate how the event will:

- be open to the University Community, held in the McFarland Student Union and support its mission.
- be student centered and involve student attendance and/or participation.
- not be profit driven. Fund-raisers must provide the campus community with opportunities for attendance/participation and funds generated must be used for the benefit of the entire community.
- support Kutztown University's mission.

Funding Process and Policies:

- Groups requesting a grant must demonstrate a clear need for consideration of funding.
- Priority will be given to groups sponsoring programs that:
 - are held on Thursday, Friday or Saturday evenings
 - support and promote cultural diversity
- Grant money must be directly used for the production of the program: honorariums, travel expenses, publicity, productions, refreshments, etc.
- Requesting groups must fill out an application and a complete budget outline and submit to the Student Union Operations office (274 McFarland Student Union). A copy of pertinent contracts and price quotations must accompany budget outlines.
- A request for funding must be submitted approximately 4 weeks in advance of the anticipated program.
- The McFarland Student Union Advisory Board will review grant requests at board meetings.
- Programs must follow all applicable University and KUSI procedures and policies.

Grant Awards:

- Groups requesting funds are eligible for up to \$250.00 per event, per year.
- Late Night Events are eligible for up to \$500.00 per event, per year.
- Programming funds will be considered on a matching basis up to 50%.
- For example: If the total costs of Group ABC's program is \$400 then they would be eligible for a \$200 grant; if the total cost of their event is \$800.00 then ABC group is eligible for the maximum grant of \$250.
- All funds allocated must be used in adherence to the University's collection and accounting policies.