

Fall 10-23-2013

2014 Spring Signature Events Grant Application Form

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Aldridge, Adam, "2014 Spring Signature Events Grant Application Form" (2013). *Legislative Branch Publications*. 405.

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Student Government Signature Events

Senate Committee on Special Funding

Spring 2014



Instructions

- A Signature Event must be a collaboration of no less than 3 organizations, and/or a university entities, offices, or departments (other than Student Government). **At least one student organization must be involved who is Activity and Service Fee funded.** All organizations must be active and registered with the Center for Student Involvement.
 - You can request a maximum of \$2,000 for your event. Try to be as specific as possible with your budget.
 - Event type must fall into one of the 4 categories listed below:
 - Tradition and School Spirit – Any event that attempts to establish a new tradition or promote university pride and school spirit.
 - Professional/Academic Development- Any event of scholastic merit which may include, but is not limited to, a symposium, exposition, or lecture series that can pertain to student fields of study or areas of career development.
 - Diversity- Any event that brings diverse populations together and provides education on one or more cultural groups including, but not limited to, a particular ethnicity, religion, sexual orientation, veteran status, etc.
 - Visual/Performing Arts- Any event that demonstrates or promotes the fine arts which may include, but is not limited to, a theatrical performance, dance instruction, collaborative mural, etc.
 - Requests related to Homecoming and Engineering Expo will not be considered.
 - Applications are due **by 5:00 PM on November 1st, 2012.**
 - Once completed, please email your applications to sgbudgets@usf.edu for review.
 - If you have any questions or concerns, please contact Hiba Alqasemi, Chairwoman of Senate Committee on Special Funding at halqasemi@usf.edu.
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Scoring Criteria

Creativity and Uniqueness of Program

- Does this program present an intentionally unique or creative opportunity for students to get involved?
- Is this program being done by other student organizations?
- What is the goal and intent of the program? How will it benefit the student body?
- Are diverse organizations collaborating?

Accessibility of event for USF Students

- Is the event being held on-campus?
- Will the event's proposed date conflict with any major USF Events?
- Will the event be held in a high-traffic/appropriate location?
- Are the time and location of the event conducive to participation from multiple student groups (e.g. residents, commuters, transfer students, diverse majors, etc.)?

Preliminary Planning of the Event

- Do all requests follow the rules set in Chapter 804 of Student Government Statutes (also known as Proviso)?
 - Does the event have a proposed date, time, and location?
 - Did the organizations propose a line-itemed budget? How specific was the budget?
 - To what extent has contact been made with partnering organizations, businesses, etc.?
-

Application



Name of Event : _____

Category of Event (If you strongly believe the event falls into more than one category, you may list a second one):

Proposed Date: ____/____/____

Proposed Time: _____

Expected Attendance: _____

Are the date and time of the event flexible? Or does it have to be a certain date or time of day?

What is the proposed location of this event and why?

How do you plan on advertising this event?

Expected Budget (Max. \$2,000, please attach additional pages if necessary)

[illegible]

***Attach Extra Pages if Necessary**

Is this event receiving funding from outside sources (any university department or office, private business, etc.)?

☐ **YES**

☐ **NO**

☐ **UNSURE**

If YES or UNSURE, please give amount and elaborate.

Has any student organization (including collaborating organizations) received funds for this event in their annual budget? If unsure regarding your organization, you may check with A&S Business Office.

☐ **YES**

☐ **NO**

☐ **UNSURE**

If YES or UNSURE, please give amount and elaborate.

What does each collaborating entity contribute to this event? In what ways will you be working together?

What is the goal of this event? How will it benefit the student body?

Please provide detailed description of event (see scoring rubric):

***Attach pages if necessary**

Participating Student Organizations/Entities/Offices/Departments

Organization 1: _____

Contact (Main Contact) Person: _____

***This person will be the person held responsible for spending the money allocated for their event.**

Contact E-Mail: _____

Contact Phone: _____

A&S Funded for this fiscal year? Y N **Amount:\$**_____

Contact Signature: _____

Organization 2: _____

Contact Person: _____

***This person will be the person held responsible for spending the money allocated for their event.**

Contact E-Mail: _____

Contact Phone: _____

A&S Funded for this fiscal year? Y N **Amount:\$**_____

Contact Signature: _____

Organization 3:_____

Contact Person: _____

***This person will be the person held responsible for spending the money allocated for their event.**

Contact E-Mail:_____

Contact Phone: _____

A&S Funded for this fiscal year? Y N Amount:\$_____

Contact Signature:_____

Organization 4:_____

Contact Person: _____

***This person will be the person held responsible for spending the money allocated for their event.**

Contact E-Mail:_____

Contact Phone: _____

A&S Funded for this fiscal year? Y N Amount:\$_____

Contact Signature:_____

***Copy page for additional organizations**
