

# MSA-SSA FUNDING APPLICATION: SPRING/SUMMER 2008

Summer Assembly Meeting Dates
Wednesday, May 14
Wednesday, May 28
Wednesday, June 11
Wednesday, June 27, etc.
<i>Meetings Will Be Every Other Wednesday Until All Funds Have Been Allocated</i>
<b>Materials are due by 4:00 PM in the MSA office (3<sup>rd</sup> Floor, Union) on the Monday prior to the specified dates</b>

- To apply for funding, your group must be fully registered through the SOAR process (go to <https://uuis.umich.edu/cosign/soar/>, or to [www.msa.umich.edu](http://www.msa.umich.edu) and click on “Registration” link and complete the registration and recognition the process).
- Applications may be turned in throughout the Spring and Summer terms. (**They must be turned in by 4 pm on the Monday prior to the Wednesday meeting**). Applications are evaluated in the order they are received. Limited funding is available and is allocated on a rolling basis, so it will likely not last through the entire summer.
- **MSA-SSA will meet to allocate money to student groups (along with handling other MSA-SSA business) at 6:00 PM on the Wednesday evenings listed above.**
- Applications must be accompanied by a brief (no more than 10 minute) presentation at the following MSA-SSA meeting. These presentations will begin soon after 6:00 PM, and a list detailing the order of presentations will be provided when the meeting begins.
- If you are awarded funding, you have until **August 21<sup>st</sup>** to use your funding. Please make sure that you apply for money in time to use your funds by the end of the summer.
- Receipts:
  - **Save and photocopy ALL receipts** – dated between May 1 and August 21 - for the money you spend on authorized purposes for your group’s project(s). **Submit photocopies** of receipts to the MSA Office, 3909 Michigan Union, and an MSA-SSA official will then approve a transfer of funds to your student group’s SOAS account, pending review of expenses.
  - **All Speaker honoraria must be processed using the PeoplePay forms, available at the SOAS office** (room 2400 Michigan Union, or <http://www.soas.umich.edu/>)
  - **Take all original receipts to the SOAS Office (after funding has been transferred from MSA)**. There, fill out disbursement forms, and SOAS will send you a check for your authorized spending. The money that your group receives from MSA-SSA can only be accessed through SOAS, which operates by reimbursement **ONLY**.
  - If awarded funds, please be timely with receipt submission. Receipts are reviewed weekly.
  - All receipts are due **NO LATER THAN Aug 21, 2008**.
- Questions? E-mail the MSA President, Sabrina Shingwani ([sabrian@umich.edu](mailto:sabrian@umich.edu)) or Student General Counsel, Michael Benson ([mlbenson@umich.edu](mailto:mlbenson@umich.edu)) for more information.
- **You may turn in applications directly to the MSA office, 3909 Michigan Union during the spring/summer front office hours: Monday – Thursday, 11 to 4 PM.**

# IMPORTANT INFORMATION

MSA-SSA *does not usually* fund:

- Capital goods (those items which could be reused following the program)
- T-shirts
- Student lodging or travel
- Gas
- Food and drink

Exceptions can be made by a two-thirds (2/3) vote of the Committee. Such exceptions are usually only granted for unique circumstances. If you are applying for an exemption, please fill out the section regarding exemptions on the “Exemption Request” page.

MSA-SSA *will not fund*:

- Newspaper advertisements
- Student salaries
- Club Sports fee charged by the Athletic Department
- Student salaries for services
- Awards, gifts, gift certificates
- Festifall/Winterfest registration fees

Exceptions for these items will not be made under any circumstances.

**In order for a student group to be reimbursed for services rendered by an individual – such as an HONORARIUM, it is necessary to fill out a PeoplePay form.** PeoplePay forms can be obtained at SOAS. **MSA-SSA will ONLY reimburse services rendered paid via a People Pay form through SOAS. One can obtain a PeoplePay form at the Student Organization Accounting Services (SOAS).** Services rendered paid with cash, gift certificate, or other means will not be reimbursed.

The detail and organization of an application often reflects the detail and organization of the group. Therefore, writing a high-quality application can often help MSA-SSA accurately evaluate the application. Since funds are limited, it is efficient for MSA-SSA to fund well-organized groups with well-planned events and organized expenses.

Consideration for funding often is based upon these criteria:

- Quantity of students affected
- The degree of effect on students
- Effect on the Ann Arbor, University of Michigan, and general Michigan community
- Effort to receive funding from other sources
- Completeness of the funding application
- Unique nature of the event
- Prior utilization of MSA funding allocations
- Reasonable, detailed, and itemized budget
- Financial need of the group
- Completion of the Grant Agreement and acceptance of its terms (see last page)

# SPRING/SUMMER 2008 FUNDING APPLICATION

Organization Name: \_\_\_\_\_

Group E-mail: \_\_\_\_\_

SOAS Account: \_\_\_\_\_

MSA Registered: YES NO

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Please circle any of the following that describe your group:**

ACADEMIC/PRE-PROFESSIONAL

CULTURAL/ETHNIC

POLITICAL

ENTERTAINMENT

RELIGIOUS

ATHLETIC

**For Summer Student Assembly Use Only:**

**Requested** \_\_\_\_\_

**Allocated** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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# ORGANIZATION INFORMATION

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

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

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?

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Does your organization engage in political activity, i.e., electoral, partisan, etc.?

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Does your organization engage in lobbying efforts?

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Does your organization work with any departments or other organizations?

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Is your organization affiliated with a national or parent organization?

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# FINANCIAL INFORMATION

PLEASE FILL OUT ALL INFORMATION CLEARLY & CAREFULLY

<b>Section 1 - Account Balances</b>		
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.)		
	<b>Account Location (SOAS Number/Bank Name)</b>	<b>Balance</b>
	SOAS	\$
		\$
		\$
	<b>Total Account Balance (sum of above columns)</b>	<b>\$</b>
<b>Section 2 – Funding Received And/Or Raised</b>		
Please identify ANY other funding (besides dues) that your group has or will <b>definitely</b> 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.		
	<b>Funding Source</b>	<b>Expected Amount</b>
		\$
		\$
		\$
	<b>Total Expected Funding (sum of above columns)</b>	<b>\$</b>
<b>Section 3 – Funding Pending</b>		
Please estimate ANY other pending funding (besides dues) that your group <b>could possibly</b> receive over the semester. These sources could include other U-M funding bodies (CSC, BPC, BAC, etc.), outside donations, national organization allocations, etc.		
	<b>Funding Source</b>	<b>Expected Amount</b>
		\$
		\$
		\$
	<b>Total Pending Funding (sum of above columns)</b>	<b>\$</b>
<b>Section 4 – Dues</b>		
	Expected Number of Dues-Paying Members	(1)
	Dues Charged Per Member	(2) \$
	<b>Total Dues Revenue {Field (1) x Field (2)}</b>	<b>\$</b>

# FINANCIAL INFORMATION

<b>Section 5 – Debt &amp; Liabilities</b>		
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.		
	<b>Debt / Liability Description</b>	<b>Amount</b>
		\$
		\$
		\$
	<b>Total Debt &amp; Liabilities</b>	<b>\$</b>

<b>Cash Flow Summary</b>		
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)	\$
	<b>Cash Flow</b>	<b>\$</b>

\* 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.

# EVENT DESCRIPTION NO. [\_\_\_\_]

*Complete this page 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?

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

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Describe how your events will include other groups or departments.

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How many participants do you expect? \_\_\_\_\_

Will you charge admission? YES NO If so, how much? \_\_\_\_\_

Who is eligible to participate? \_\_\_\_\_

Are your date and location confirmed? YES NO

# BUDGET FOR EVENT NO. [\_\_\_\_\_]

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

	Total Cost:	Amount Requested:	Rank:
<b>Advertising &amp; Publicity</b>			
• Posters/Flyers	\$ _____	\$ _____	_____
• Other: _____	\$ _____	\$ _____	_____
<b>Operations</b>			
• Office Supplies (please specify)			
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
• Other: _____	\$ _____	\$ _____	_____
<b>Printing &amp; Publications</b>	\$ _____	\$ _____	_____
<b>Facilities Rental</b>			
• Equipment (please specify)			
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
• Room Rental	\$ _____	\$ _____	_____
<b>Services/Salaries*</b>			
• Speaker Honorarium	\$ _____	\$ _____	_____
• Speaker Travel	\$ _____	\$ _____	_____
• Speaker Lodging	\$ _____	\$ _____	_____
• Entertainment	\$ _____	\$ _____	_____
<b>Student Travel**</b>			
• Lodging	\$ _____	\$ _____	_____
• Transportation	\$ _____	\$ _____	_____
• Vehicle Rental	\$ _____	\$ _____	_____
• Gas	\$ _____	\$ _____	_____
<b>Capital Goods**</b>			
• T-Shirts	\$ _____	\$ _____	_____
• Computer/Equipment	\$ _____	\$ _____	_____
<b>Food**</b> _____	\$ _____	\$ _____	_____
<b>Other:</b> _____	\$ _____	\$ _____	_____
<b>Other:</b> _____	\$ _____	\$ _____	_____
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>	<b>\$ _____</b>	

\* If funding for a speaker is sought, please provide a brief speaker biography and synopsis of the event. Also, see page 3 about the PeoplePay form.

\*\* Capital Goods, Food, and Student Travel are generally not funded by MSA and require a 2/3 vote by the funding body. The body cannot review these items unless an exemption request is filled out, found on the next page.

# EXEMPTION REQUEST

*Include this page if you are applying for an exemption.*

## 1) Funding for a publication

Do you charge for copies? YES NO If so, how much per copy? \_\_\_\_\_

*Please include a copy of your publication with this application.*

## 2) Exemptions for the following goods

- Capital goods (products able to be reused following the event)
- T-shirts
- Newspaper advertisements
- Student lodging, travel, or gas
- Food and drink
- Student salaries
- Club Sports fee charged by the Athletic Department
- Awards, gifts, gift certificates

Briefly explain the item(s) for which you are requesting an exemption for, why you need it, and how your situation provides reason for MSA-SSA to grant you an exemption.

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## 3) Off-Campus Travel

Briefly explain where you are going, and how it will benefit students.

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# SUMMARY OF REQUESTS

	Total Expenses	Amount Requested
Event #1	\$ _____	\$ _____
Event #2	\$ _____	\$ _____
Event #3	\$ _____	\$ _____
Event #4	\$ _____	\$ _____
Event #5	\$ _____	\$ _____
Event #6	\$ _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

