



THE BUDGET PRIORITIES COMMITTEE & COMMUNITY SERVICE COMMITTEE FUNDING APPLICATION FOR FALL 2009

A SERVICE OF THE MICHIGAN STUDENT ASSEMBLY

BPC Fall 2009 Application Timeline	
Friday September 18	BPC Cycle 1 Applications Due
Monday September 21	BPC Cycle 1 Reviews
Sunday September 27	BPC Cycle 1 Appeals*
Friday October 23	BPC Cycle 2 Applications Due
Sunday October 25	BPC Cycle 2 Reviews
Monday November 2	BPC Cycle 2 Appeals*
Friday November 13	BPC Cycle 3 Applications Due
Thursday November 19	BPC Cycle 3 Reviews
Wednesday November 25	BPC Cycle 3 Appeals*
Friday December 4	Final Receipts Submission Deadline
All materials are due by 5:00 PM to the MSA Office (3909 Union) on the dates specified! Late materials will <i>not</i> be accepted!	

CSC Fall 2009 Application Timeline	
Friday September 18	CSC Cycle 1 Applications Due*
Sunday September 20	CSC Cycle 1 Reviews
Sunday September 27	CSC Cycle 1 Appeals*
Friday November 6	CSC Cycle 2 Applications Due*
Sunday November 8	CSC Cycle 2 Reviews
Sunday November 15	CSC Cycle 2 Appeals*
Friday December 4	Final Receipt Submission Deadline
All materials are due by 5:00 PM to the MSA Office (3909 Union) on the dates specified! Late materials will <i>not</i> be accepted!	

*** All BPC and CSC interview sign-ups will be held in the MSA Office (3909 Union) before the date specified. This applies to BPC Appeals and both CSC Reviews and Appeals.**

BPC & CSC Funding Workshops – MSA Chambers	
Wednesday September 16	MSA Funding Workshop 6-7 p.m.
Wednesday October 21	MSA Funding Workshop 6-7 p.m.
Wednesday November 11	MSA Funding Workshop 6-7 p.m.
MSA Funding Workshops are for student organizations to learn about the funding process. Attendance is strongly recommended, as it will allow the group to maximize its funding potential	

BPC & CSC Custom Funding Workshops – By Request	
Custom MSA Funding Workshops are available by request for any student group that is in need of assistance in navigating the BPC and/or CSC funding process. BPC and CSC Chairpersons as well as MSA Treasurer will hold a funding workshop for your student group at a time and location that is convenient for you. To take advantage of this	

opportunity please contact any of the funding body chairs or MSA Treasurer.

If you have any questions or concerns, please contact the appropriate Committee Chairs via e-mail or visit MSA during their indicated office hours:

If you have any questions or concerns, please contact the appropriate Committee Chairs via e-mail or visit MSA during their indicated office hours:	
BPC Chair	Sahib Singh, sahibsp@umich.edu , Office Hours: F 2-5
BPC Vice Chair	Chad Schwartz, cmschwar@umich.edu , Office Hours: F 2-4
CSC Chair	Jordan Salins, salins@umich.edu , Office Hours: F 3-5
CSC Vice Chair	TBA
MSA Treasurer	Vishal Bajaj, vibajaj@umich.edu
All office hours will be held in the MSA Office (3909 Union).	

THE FUNDING PROCESS

I. Events & Funding Cycles

- Please only apply when costs, dates, and locations are known and events finalized.
- All applications are reviewed according to the same criteria regardless of cycle submitted
- You **CANNOT** apply for the same costs of an event to both BPC and CSC.
 - For example: If Room Rental is \$1000, you may apply for \$500 to BPC and the remaining \$500 to CSC. However, you **CANNOT** apply for \$1000 in BPC and \$1000 in CSC.
- Also, you **CANNOT** apply for the same costs of an event over different cycles.
 - For example: If Room Rental is \$1000, you may apply for \$500 in Cycle 1 and the remaining \$500 in Cycle 2. However, you **CANNOT** apply for \$1000 in Cycle 1 and \$1000 in Cycle 2.
- **DO NOT** alter the formatting of the application. You may submit a typed or handwritten application. If you choose to handwrite your application, *please* write legibly.
- We strongly encourage you to review your application with a funding chair during office hours or email a chair to request a more convenient time to meet.

II. Reviews & Appeals

- BPC has 3 funding cycles and CSC has 2. Each cycle is composed of a pre-determined Application Deadline, Review, and Appeal (see above).
- Following review of the application by the applicable funding body's Reviews Board, the contact person listed will be notified of the determined allocation amount via e-mail within approximately 2 days.
- Reviews for CSC are held in interview format. There is no interview process for BPC Reviews due the large amount of applications received. The BPC Reviews Board will determine an allocation amount solely based upon the information provided in the submitted application.
- After receiving notification of the allocation decision by the Reviews Board, a student group has the option to appeal to the applicable funding body's Appeals Board. Appeals for both BPC and CSC are held in interview format.

- It is the responsibility of the student organization to know its allocation amount for each cycle
- Please come into the MSA Office and sign up for an Appeals interview by 5:00pm the Friday before the Appeals date listed above, *unless otherwise noted*.
- If you are late or miss your scheduled time, it is the discretion of the chairs to determine whether or not you will be granted a make-up interview.
- **Please bring a copy of your application to all interviews. The MSA Office will not make copies of your application.**

III. BPC & CSC Reimbursements

- MSA Funding Bodies do not offer advanced payment of requested expenditures. Instead, it is the policy of BPC and CSC to reimburse a student group's expenses for a given event after an allocation decision and receipt submission.
- *Under extreme circumstances, MSA funding bodies may consider advanced payment for a student group's expenses. If you are in need of this consideration please contact **MSA Treasurer Vishal Bajaj** (vibajaj@umich.edu) and **Program Manager Anika Awai-Williams** (niambi@umich.edu).*
- Photocopied receipts **MUST BE** turned in by **5 PM ON DECEMBER 4TH to the MSA front office**, and must be dated between August 28th and December 4th. No exceptions will be permitted.
- Submit **photocopies** of the receipts to the MSA Office with a Reimbursement Request Form (available in the MSA Office), whereupon the Chair, pending review, will approve a transfer of funds to your organization's SOAS account. Photocopies cannot be made in the MSA Office, so please have all materials ready beforehand.
- The Reimbursement Request Form includes a receipt from the MSA Office – **please keep this for verification purposes**
- Group who submit photocopied receipts can expect a one-week turnover for funding transfers. An e-mail notification will be sent if a problem with the receipts arises; otherwise the transfer was successful. Please contact the SOAS Office to check the account balance of your organization.
- Photocopied receipts turned in after **November 27th** (one week before the Final Receipt Submission Deadline) are subject to a long turnaround period because of volume, so please turn them in AS EARLY AS POSSIBLE following your event. It is your responsibility to know what was applied for and funded by MSA. As such, it is imperative that you keep a copy of your application.
- **In order for a student group to be reimbursed for services rendered by an individual, (e.g., an Honorarium, D.J., dance group, photographer, clown, etc.) please provide a copy of the People Pay form submitted to SOAS (available in the SOAS office) along with your funding application. Upon receiving the form, the funding chairs will confirm with SOAS that the funds were processed.**

IV. SOAS Reimbursement

After funding has been transferred from MSA, take all **original** receipts to the SOAS Office. Fill out their proper disbursement forms and SOAS will then send you a check for your authorized spending. Funding allocated from both BPC and CSC can only be accessed through SOAS, which operates by **REIMBURSEMENTS ONLY**.

GUIDELINES FOR REQUESTING FUNDING

To be eligible for funding your student organization must:

- 1) be officially recognized through the SOAR process**
(<https://uuis.umich.edu/cosign/soar/>)
- 2) have a valid and active SOAS account**

The Budget Priorities Committee (BPC) and Community Service Committee (CSC) are charged with allocating funding in a rigorous, neutral, and fair manner. Thus writing a detailed and precise application will allow both bodies to accurately evaluate the financial circumstances of your organization and make a proper decision. Since funding is limited, BPC and CSC prefer to support organized groups with well-planned events.

Consideration for funding is often based upon the following criteria:

- Breadth: the number of students affected
- Depth: the degree of effect on students
- Impact on the campus and general Michigan community at large
- Effort to receive funding from other sources
- Unique nature of the event
- Completeness of the funding application
- Prior use of MSA funding allocations
- Reasonable, detailed, and itemized budget
- Sensible timeline
- Financial need

All groups can apply for Community Service Committee funding. CSC specifically funds for activities under any of the following categories:

- Direct or Indirect community service
- Community organization or development
- Social action
- Education

BPC/CSC Mileage Policy

To be reimbursed for gas mileage, you must attach all 3 of the following items to your Reimbursement Request:

- The gas receipts
- A printout of your starting and ending location that states the number of miles you have traveled (we suggest using a service such as Google Maps or MapQuest).
- A Mileage Reimbursement Form (available in the MSA Office) stating the purpose of your travel, the mathematical calculations for your total reimbursement, and the signatures of three authorized signers of your organization (see form for details).

Funding Restrictions

It is *generally* the policy of BPC and CSC to not fund the following:

- **Capital goods (products able to be reused following the event)**
- **T-shirts**
- **Student lodging, travel, or gas**
- **Food and drink**

***To request an exemption to fund any of the above items, please respond to questions 6-10 in the Events Description section of the application. If you request any of these items *without* completing this section, BPC/CSC CANNOT consider that cost. Please keep in mind however that responding to the aforementioned questions does not guarantee funding – **exemptions are granted by a two-thirds vote of the body.** Such decisions are only legitimately considered when organizations can prove that the cost of the requested item(s) or service(s) are **integral** to the event.

It is the strict policy of BPC and CSC to NEVER fund the following under ANY circumstances:

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

BPC/CSC EVENT ADVERTISING POLICY

BPC and CSC require organizations that receive funding to either include the phrase "Sponsored by the Michigan Student Assembly" or place the MSA logo, available at msa.umich.edu/msalogo, on a flier, t-shirt, or 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.**

*****Please include a mock-up version of the flier, publication, or t-shirt design with the added MSA Logo or "Sponsored by the Michigan Student Assembly" statement to your application so that the applicable funding body may ensure you group's adherence to this advertising policy.**

Any questions regarding the Event Advertising Policy should be directed to the BPC/CSC Chair/Vice Chair or the MSA Treasurer.

**PLEASE KEEP PAGES 1-5 OF THE MSA FUNDING APPLICATIONS FOR YOUR INFORMATION AND REVIEW.
PLEASE REMEMBER TO MAKE COPIES OF YOUR OWN FUNDING APPLICATION FOR YOUR STUDENT ORGANIZATION FILES.**



MSA Fall 2009 Funding Application

Please select a cycle and circle the body petitioned →

<input type="checkbox"/> Cycle 1	BPC
<input type="checkbox"/> Cycle 2	
<input type="checkbox"/> Cycle 3	CSC

****If you have any questions or comments regarding this application, please contact a committee chairperson. Please remember that the goal of this application is quality of explanation, not necessarily quantity.**

Contact Information

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: _____

<p>For BPC & CSC Use Only</p> <p>R _____ I _____ A _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Rst/Evt: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--

Organizational Information

Please select any of the following that describe your organization:

<input type="checkbox"/> Academic/Professional	<input type="checkbox"/> Greek (Fraternity/Sorority)
<input type="checkbox"/> Athletic/Recreational	<input type="checkbox"/> Honorary
<input type="checkbox"/> Creative Arts/Expression (Visual, Performance and/or Exhibition)	<input type="checkbox"/> House Council
<input type="checkbox"/> Community Service	<input type="checkbox"/> Cultural/Ethnic
<input type="checkbox"/> Environmental	<input type="checkbox"/> Political
<input type="checkbox"/> Graduate	<input type="checkbox"/> Publications/Journalism
<input type="checkbox"/> International	<input type="checkbox"/> Religious
<input type="checkbox"/> Science/Technical	<input type="checkbox"/> Social Justice

Describe the overall purpose/mission of your organization and the planned initiatives and activities intended to uphold said objective(s).

No. of active student members: _____ **No. on group e-mail list:** _____

Avg. attendance at group meetings: *(Executive Board meetings, committee meetings, event planning meetings, etc)* _____

Average attendance at events: *(Note: If new organization, please project event attendance at future programs. If organization is not involved in event planning, please write "N/A")* _____

How often does your group meet? _____

Do all of your activities/events take place on campus? If yes, where do you prefer to hold your programs? If not, where else do they take place?

Does your group engage in political activity, i.e., electoral, partisan, etc.? If so, describe this activity.

Does your group engage in lobbying efforts? If so, describe these efforts.

Does your group work with any University department or other student organizations in any capacity? If so, please describe this collaboration.

Is your group affiliated with a national, parent, and/or umbrella organization? If so, please describe this relationship and how it plays a role in your organization's functioning.

FINANCIAL INFORMATION

PLEASE FILL OUT ALL OF THE FOLLOWING INFORMATION CLEARLY

Section 1 - Account Balances											
Please list the balance of any and all SOAS accounts your group accesses. Also include the balances of any external, commercial bank accounts your group holds (e.g. TCF Bank, Comerica Bank, etc.)											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 85%;">Account Location (SOAS Number/Bank Name)</th> <th style="width: 15%;">Balance</th> </tr> </thead> <tbody> <tr> <td>SOAS</td> <td style="text-align: right;">\$</td> </tr> <tr> <td> </td> <td style="text-align: right;">\$</td> </tr> <tr> <td> </td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total Account Balance (sum of above columns)</td> <td style="text-align: right;">\$</td> </tr> </tbody> </table>	Account Location (SOAS Number/Bank Name)	Balance	SOAS	\$		\$		\$	Total Account Balance (sum of above columns)	\$
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 (excluding membership dues) that your group has already received/raised or is GUARANTEED to receive at some point over the semester. These sources could include other U-M funding bodies (CSC, BPC, LSA-SG Budget Allocations Committee, departmental grants, etc.), external donations, national organization allocations, etc.											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 85%;">Funding Source</th> <th style="width: 15%;">Expected Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td style="text-align: right;">\$</td> </tr> <tr> <td> </td> <td style="text-align: right;">\$</td> </tr> <tr> <td> </td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total Expected Funding (sum of above columns)</td> <td style="text-align: right;">\$</td> </tr> </tbody> </table>	Funding Source	Expected Amount		\$		\$		\$	Total Expected Funding (sum of above columns)	\$
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	\$										
	\$										
	\$										
Total Expected Funding (sum of above columns)	\$										
Section 3 – Funding Pending											
Please estimate ANY other pending funding (excluding membership dues) that your group could POSSIBLY receive at some point over the semester. These sources could include other U-M funding bodies (CSC, BPC, LSA-SG Budget Allocations Committee, departmental grants, etc.), external donations, national organization allocations, etc.											
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	\$										
	\$										
	\$										
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 this application. Leave blank if dues have already been added to your accounts.											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 85%;">Expected Number of Dues-Paying Members</td> <td style="text-align: right;">(1)</td> </tr> <tr> <td>Dues Charged Per Member</td> <td style="text-align: right;">(2) \$</td> </tr> <tr> <td>Total Dues Revenue {Field (1) x Field (2)}</td> <td style="text-align: right;">\$</td> </tr> </tbody> </table>	Expected Number of Dues-Paying Members	(1)	Dues Charged Per Member	(2) \$	Total Dues Revenue {Field (1) x Field (2)}	\$				
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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.											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Debt / Liability Description</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> </tr> <tr style="background-color: #e0e0e0;"> <td style="text-align: right;">Total Debt & Liabilities</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table>	Debt / Liability Description	Amount		\$		\$		\$	Total Debt & Liabilities	\$
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	\$										
	\$										
	\$										
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.											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Projected Expenses Description</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> </tr> <tr style="background-color: #e0e0e0;"> <td style="text-align: right;">Total Projected Expenses</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table>	Projected Expenses Description	Amount		\$		\$		\$	Total Projected Expenses	\$
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	\$										
	\$										
	\$										
Total Projected Expenses	\$										

Cash Flow Summary															
Please copy the values from the above worksheet to create your cash flow summary.															
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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 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 supplementary documentation to clarify the above information.**

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: _____

1. Briefly describe this event. What is its overall purpose?

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

3. If applying for CSC, please describe how the program fulfills one of CSC's missions, e.g., community service, education, leadership development, and social action.

4. Describe how your events will include other groups or departments.

5. Which other groups or departments are you sponsoring this event with?*

6. If your organization is traveling, please explain why this is integral to your event and how it will impact the UM community.**

7. If your organization is purchasing food, please explain why this is integral to your event and how it will impact the UM community.

8. If your organization is purchasing apparel, please explain why this is integral to your event and how it will impact the UM community.

9. If your organization is bringing a speaker, performer, DJ, photographer (or any other paid individual for services rendered), please explain why this is integral to your event and how it will impact the UM community. Additionally, attach a short biography to the end of this application. ***

10. If your organization is applying for capital goods (anything that can be reused after the event has taken place) please explain why it is integral to the event.

11. How many participants do you expect? _____

12. Will you charge admission? YES NO

- If so, how much (per person)? _____
- Will this be donated to charity? _____
 - What percentage will be donated? _____

13. Who is eligible to participate? _____

14. Are your date and location confirmed? YES NO

*** If you are cosponsoring this event with other groups, you can split up costs, but they may not overlap.**

****Please refer to our Mileage Policy on page 4.**

*****Please refer to our PeoplePay policy on page 3.**

BUDGET FOR EVENT NO. [_____]

Please fill out this form for each corresponding event description page. List ALL expenses. Please use the notes sections below to explain any costs in greater detail.

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

Operations			
• Office Supplies (please specify)			
• _____	\$ _____	\$ _____	_____
• _____	\$ _____	\$ _____	_____
Notes: _____			

Printing & Publications	\$ _____	\$ _____	_____
<i>Please attach a copy of the publication to the end of this application.</i>			

Facilities Rental			
• Equipment (please specify)			
• _____	\$ _____	\$ _____	_____
• _____	\$ _____	\$ _____	_____
• Room Rental	\$ _____	\$ _____	_____
Notes: _____			

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

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

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

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

TOTAL EXPENSES	\$ _____	\$ _____	
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SUMMARY OF REQUESTS

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

Did you apply to MSA's other funding body this semester (BPC/CSC)? Yes No

REMINDER:

*****Please remember to attach a mock-up version of the flier, publication, or t-shirt design with the added MSA Logo or "Sponsored by the Michigan Student Assembly" statement to your application (see page 5 for Advertising Policy)**

Optional

Suggestions for improving our funding process:

Michigan Student Assembly's Budget Priorities Committee and Community Service Committee / Grant Agreement FALL TERM 2009

In consideration of their mutual promises and agreements:

Contingent upon the allocation of funds in the Fall Term of 2009 by the Michigan Student Assembly (MSA) of the University of Michigan, the Recipient agrees:

1. To use the allocation *exclusively for activities previously presented to and approved* by MSA. No funding shall be provided for capital goods, t-shirts, newspaper ads, gas, Club Sports fees, food or beverages, student airline travel, student lodging, awards, gifts, gift certificates, film, or film processing. **Exceptions** to these conditions **must be pre-arranged, in writing** with the BPC or CSC chairs as appropriate.
2. Date Limitations

All receipts must be dated no earlier **than August 28th, 2009** and no later than **December 4, 2009** to be considered for Fall 2009 Funding reimbursement.

All receipts must be submitted **NO later than December 4, 2009 at 5:00 PM.**
Any receipts submitted after this date, will NOT be reimbursed.

3. Recipient permits MSA or MSA's agents to access records in Student Organization Accounting Services which evidence Recipient's financial transactions - regarding the sum granted by BPC or CSC.
4. Recipient affirms that all statements made regarding its funding request are true and correct to the best knowledge of the undersigned representatives.
6. If **(1)** any of the provisions of this agreement are violated by Recipient, **(2)** if any of the statements of the allocation request are untrue, or **(3)** if any of the allocated funds are used in a manner on an activity not previously approved by the MSA, Recipient agrees to return, upon MSA'S request, an amount equal to the full amount of the grant. MSA additionally holds the right to revoke any unused funds according to the aforementioned conditions. This shall not be construed to limit the right of MSA to recover any additional sum that it is entitled to pursue through legal or administrative processes.
7. Recipient agrees that failure to comply with the terms of this agreement - in any regard - may subject Recipient and/or its members to **(1)** full repayment of the grant, **(2)** civil liabilities, and **(3)** sanctions by the MSA in accordance with its powers and operating procedures.
8. By signing below, Recipient acknowledges receipt of MSA's "BPC/CSC Funding Form"
9. Statement of Guarantee:

We, the undersigned parties, agree that (1) should Recipient become liable to the MSA for repayment of any of the funds granted and (2) should the Recipient fail to repay the funds for which it is liable, we will personally pay to the MSA any unfulfilled debts on demand.

The below-signed representatives have read and understand this agreement; at least ONE signer must be an SOAS Authorized Signer:

Name (Authorized SOAS Signer for Group)	Position	Date
---	----------	------

Name (Group Member, different than above)	Position	Date
---	----------	------