**Programming Funds Application Form Template**

**May 2023**

Programming Funds are intended to support programs hosted by your organization.Programs must be on-campus and open to any Ohio State student to attend. The [Program Examples](https://activities.osu.edu/posts/documents/doc_662016_13824458.doc) document provides a sample of possible programs. Learn more about Programming Funds at [go.osu.edu/StudentOrgFunding](https://go.osu.edu/StudentOrgFunding).

This document is to help you prepare your programming funds application materials. Once the application form opens, your Treasurer can copy and paste these answers into the [Student Org Management System](http://activities.osu.edu/secure/studentorgs). If you have any questions, please reach out to [csls@osu.edu](mailto:csls@osu.edu).

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| **Program Name** |  |
| **Current Funding Window** |  |
| **Date of the Program**  Program date changes are permitted if notification is submitted via email to [CSAFunding@osu.edu](mailto:CSAFunding@osu.edu) before the program occurs and the rescheduled date is within the same funding window. If your program spans multiple days, a separate application is required for each distinct date. |  |
| **Start Time of the Program** |  |
| **End Time of the Program** |  |
| **Program Duration** |  |
| **Program Type (on-campus program or off-campus service trip/project)**  Programs are considered on-campus if they are within the following bounds: north to Patterson Avenue, east to Summit Avenue, south to King Avenue, and west to North Star Road; or virtual. Off-campus programs are fundable only if they are a service trip/project. Other types of off-campus activities are not fundable with Programming Funds. |  |
| **Program Category**  Choose from Academic, Arts, Diversity, Personal/Professional Development, Service, Social, Sports/Recreational, and other. |  |
| **Program Location** |  |
| **Please describe what is taking place at your program in detail.**  Character limit: 750 |  |
| **How does this program contribute to the purpose and mission of your student organization?**  Character limit: 750 |  |
| **What are the developmental/educational outcomes for participants?**  Character limit: 750 |  |
| **Does your program have a speaker or featured individual?** |  |
| **This program is open to all students.**  CSA-funded programs must be open to any Ohio State student and may not be restricted to any particular  group of students, including  Undergraduates/graduate/professional students, department, membership, or prior participation. Although programs can be targeted to attract specific populations of students, any student interested in attending should be allowed to do so. Program capacity restrictions and sign-up timeline/ticketing requirements are permitted. | Yes or No |
| **Estimated Number of Ohio State Student Participants**  Expected number of Ohio State student participants shall be a majority of the expected total number of participants, meaning your percentage of expected OSU student participants should read at least 51% in order to be a fully fundable application. |  |
| **Estimated Total Number of Participants**  In the case of expenses associated with a program that does not expect a majority of OSU student participants, items which are tangible and available to a limited number of participants (e.g. food, takeaways, apparel), are not fundable, but expenses for items available to all participants (e.g. OSU facility rental, speaker fees) are fundable. |  |
| **Are you charging admission?** | Yes or No |
| **Marketing and Outreach Methods**  Choose at least four methods you intend to use to market your program. | Chalking  Email Listserv  Flyers  Newsletters  Paid/ Formal Advertisement  Social Media  Student Life Campus Calendar  Student Life Marketing Services  Tabling  Other: |
| **How do you plan on evaluating your program? Please include what evaluation method(s) you will use and how you will determine the success of the program and the developmental/ educational outcomes for participants.**  Character limit: 750 |  |
| **Itemized Budget**  List the amount of funds allocated to each part of your program, including items not funded or partially funded by Programming Funds.  Please review the chart of fundable expenses at [go.osu.edu/StudentOrgFunding](https://go.osu.edu/StudentOrgFunding) before submitting your budget. | Speaker Fees  Entertainment  OSU Physical Facilities  Personnel  Equipment Rental  Consumable Supplies  Food/ Beverages (no more than $30 per person)  Publicity (limited to 20% of total program cost)  Incentives/ Take-Aways (limited to 50% of total program cost)  Apparel (limited to 20% of total program cost) |
| **Description of Expense** |  |
| **Requested Amount**  Active New/Re-established organizations can apply for up to **$3,000** and Established organizations can apply up to **$4,500.** |  |
| **Estimated Cost** |  |
| **Please list your other sources of funding, including organizational funds, and what they will be applied to.** |  |
| **If you are collaborating with any other student organizations who are also submitting a Programming Funds application, please list their full org name(s).**  A program that is using Programming Funds via multiple organizations must have the same budget. Each organization should specify which expenses their organization is covering using the Requested Amount column. |  |