# **Proposal Guidelines for Student Activity Fee**

# **Signature Funding**

# **2025-2028 Application Process**

**Purpose of the Student Activity Fee:** Offerings supported by Student Activity Fee (SAF) dollars should be primarily facilitated by students for the benefit of students. The SAF should support the diverse interests and backgrounds of its student community. SAF funded events and operations should enhance the student experience, by hosting programs, events, or running operations on-campus that are available for any Columbus based Ohio State student to benefit from.

## A Signature Event is defined as an annual Ohio State event that attracts or has the potential to attract more than 1,000 Columbus-based Ohio State students. A Signature Operation is defined as an operation run by a student organization that provides free services or benefits all Columbus-based Ohio State students during at minimum the Autumn and Spring semesters. Signature Events must be organized by a student organization or campus department. Signature Operations must be organized by a student organization.

## Any registered student organization or campus department is eligible to apply for Signature Funding, but a student must be designated to lead the event or operations planning process.

## Student organizations and campus departments approved for Signature Funding must sign a memorandum of understanding (MOU) with the Council on Student Affairs detailing various responsibilities for student chairperson training, reporting on event or operation details, assessment, and timelines for completing financial requirements.

## The amount of funding allocated for each Signature Event and Operation varies is based on previous event budgets, expected expenses, and available SAF funding. Sponsoring organizations and campus departments are expected to make a minimum contribution toward the costs of the event or operation – an amount to be determined by the Council on Student Affairs as part of the application review process.

## Signature Funding will be disbursed on a reimbursement basis, pending successful completion of the program or running of the operation, including proper accounting for fundable expenses.

## Events approved for Signature Funding are eligible to receive the funding for a three-year period, as long as the terms of the MOU are met each year. The Council on Student Affairs may discontinue the funding if the terms of the MOU are not met. (Note: If you are a student organization, and your event is selected as a Signature Event, your organization will be ineligible to apply for CSA programming funds for that same event, though you may still request programming funds for other programs.).

## **Review Process Timeline**

## Proposals for new and returning Signature Events and Operations are due by February 2, 2025.

* During the spring semester, the Council on Student Affairs will review applications and schedule presentations as necessary with organizations as a final round of consideration.
* Decisions are expected to be communicated by the end of the Spring 2024 semester.
* Funding for approved groups will begin during the 2025-2026 academic year.

## **Proposal Guidelines:**

## Please submit the following information in order to be considered for Signature Funding:

* Completed application
* Itemized budget for your 2025-2026 event or operation, including explanations of expenses, revenues, and sources of funding or sponsorship. Note: no event or operation may generate profit.
* Prior event or operation budget(s) from the last three years showing the actual expenditures and income, and sources of funding or sponsorships, if applicable.

## **Presentation Guidelines:**

* Maximum of 3 presenters for your presentation time slot
* Maximum of 10 minutes for your PowerPoint presentation
* Maximum of 10 minutes for questions from committee
* Notification of A/V tech needs must be submitted at least 7 days prior to scheduled presentation
* Minimum information to be included:
  + Provide a detailed event and operation overview – images and videos are helpful
  + Why should your event or operation be considered a Signature Event or Operation at Ohio State?
  + Itemized budgets for the 2025-2026 school year event or operation and past three years (if available)
  + Details of how much funding your organization is requesting from CSA and an explanation of how these funds will be used
  + What are your marketing plans to promote your event or operation?

## **Deadlines:**

1. Proposal emailed to [carrera.55@osu.edu](mailto:carrera.55@osu.edu) and [myers.2377@osu.edu](mailto:myers.2377@osu.edu) by 11:59 PM on **Sunday, February 2, 2025.**
2. Presentations will be scheduled as necessary during the spring semester.
3. If you have any questions please contact [carrera.55@osu.edu](mailto:carrera.55@osu.edu) and [myers.2377@osu.edu](mailto:myers.2377@osu.edu)

**Signature Funding Application**

Full Name of Sponsoring Student Organization or Department:

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Main Student Contact:

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Main Student Phone and Email:

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Name of Program or Operation:

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Proposed Dates of Program or Operations:

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Previous Dates the Event or Operation was offered (list the last 3 dates/date ranges):

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Main Staff or Faculty Contact (if applicable):

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Main Staff or Faculty Phone and Email (if applicable):

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Student Organization Advisor:

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Student Organization Advisor Phone and Email:

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***Program or Operation Details***

* Please list three primary goals for your event or operation and how they will positively influence students at OSU.

*Please answer the following questions (Please limit your responses to 250 words or less)*:

* Please describe your event or operation, its function, and its purpose. Please describe how you will ensure that your signature event or operation will attract 1000 students.
* If this event or operation has been run in the past, please describe what parts of your event or operation were successful, and what would you do differently?
* What are opportunities for growth and improvements if funded by the Student Activity Fee?
* Why does your event or operation need Signature Funding? Please detail efforts to raise external funding for your Signature Event and Operation.
* Signature Funding must be open to all students to benefit from. Explain how your event or operation will ensure all Columbus-based Ohio State students can attend or participate in your event or operation.