

CSA Special Program Funding 2016 - 2017 Application

The Council on Student Affairs (CSA) is opening a special application for Student Activity Fee (SAF) funding. Programs supported by 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 programs and events should enhance the student experience at Ohio State.

- Any registered student organization or campus department is eligible to apply for a one-time amount of Special Program SAF funding regardless of whether or not they have already received SAF funds (i.e. USG Allocations funding, CSA programming funds, or signature event funding)
- Applicants proposing an event, please see the definition of a fundable program outlined in the programming guidelines section of the Registration Guidelines for Student Organization Programming Funds (outlined below):

FUNDABLE PROGRAMS

A fundable program, for the purpose of student activity fee funding, is defined as an educational or service activity held on campus or a service/outreach activity held off-campus.

Fundable programs must: be open to all fee-paying students (Columbus campus) beyond the membership of the sponsoring student organization(s), provide developmental and educational outcomes for all participants, be held on-campus, and be broadly marketed.

Please see Additional Considerations on page 17 of the guidelines. [Link here](#)

- Applicants proposing a use for funds outside of the definition above must provide a detailed description and rationale connecting back to SAF purpose.
- Eligible events and programs must occur within the 2016-2017 academic term. Applications will be accepted on a **rolling basis till April 3rd**.
- The amount of funding allocated varies from one event to the next and is based on previous event budgets, expected expenses, and available Special Program funding. Any request over \$3,000 is strongly encouraged to partner with a University Department or current Student Activity Fee beneficiary prior to submitting request for funding. Please contact **McKinzie Harper.247** with any questions or concerns.
- Special Program funding can be disbursed on a reimbursement basis, pay to vendor (in partnership with a campus unit), or interdepartmental transfer.
- Student organizations and campus departments approved for Special Program funding must sign a memorandum of understanding (MOU) with the Council on Student Affairs regarding the reporting of event details, event assessment, and timelines for completing financial requirements.
- The CSA Chair and members will be available to consult with all applicants and selected events throughout the duration of the Special Program Funding process.
- Completed application materials must be submitted to CSA Chair, McKinzie Harper.247@osu.edu, in PDF format via e-mail. **Hardcopy will not be accepted.** You will receive an e-mail receipt of your application and communication regarding further steps **no longer than one week after your submission.** Presentations to the Full Council will be kept to 5 minutes, with 2 minutes for questions during regularly scheduled Monday meetings and scheduled via e-mail **no longer than two weeks after your submission.**

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Name of Event

Organization or Department Contact Information
(Include Advisor if applicable)

Time / Date / Location

Is this a collaborative event? If so please list collaborators (if over \$3,000 please list partner campus unit)

Request Type

Please describe what is taking place at your event in detail.

How does your event satisfy the CSA definition of a program? Please be specific in describing the format.

How do you plan on evaluating the program? Both by the terms of this funding and your organization or department's definition.

Number of Ohio State Student Attendees Expected/
Number of Total Attendees Expected

Are you charging admission to your program? If so, how much per person? Please explain why you are charging this specific fee and how this fee is not cost prohibitive.

How does this proposal reflect the Student Activity Fee requirement of facilitation by students for the benefit of students?

How does your proposal support the diverse interests and backgrounds of the student community?

How does your proposal enhance the student experience at Ohio State?

How does your proposal demonstrate the need for excess funds beyond the budget currently allocated to your organization?

Include or attach a budget for your proposal to this application.

If your proposed budget exceeds \$30,000, please indicate further your plan for executing this proposal successfully. Please note that due to this large budget, your proposal may be subject to further questioning by CSA.