



Student Org Essentials: Funding 101

With CSA & the Student Org Team



Today's Agenda

CSA Funding

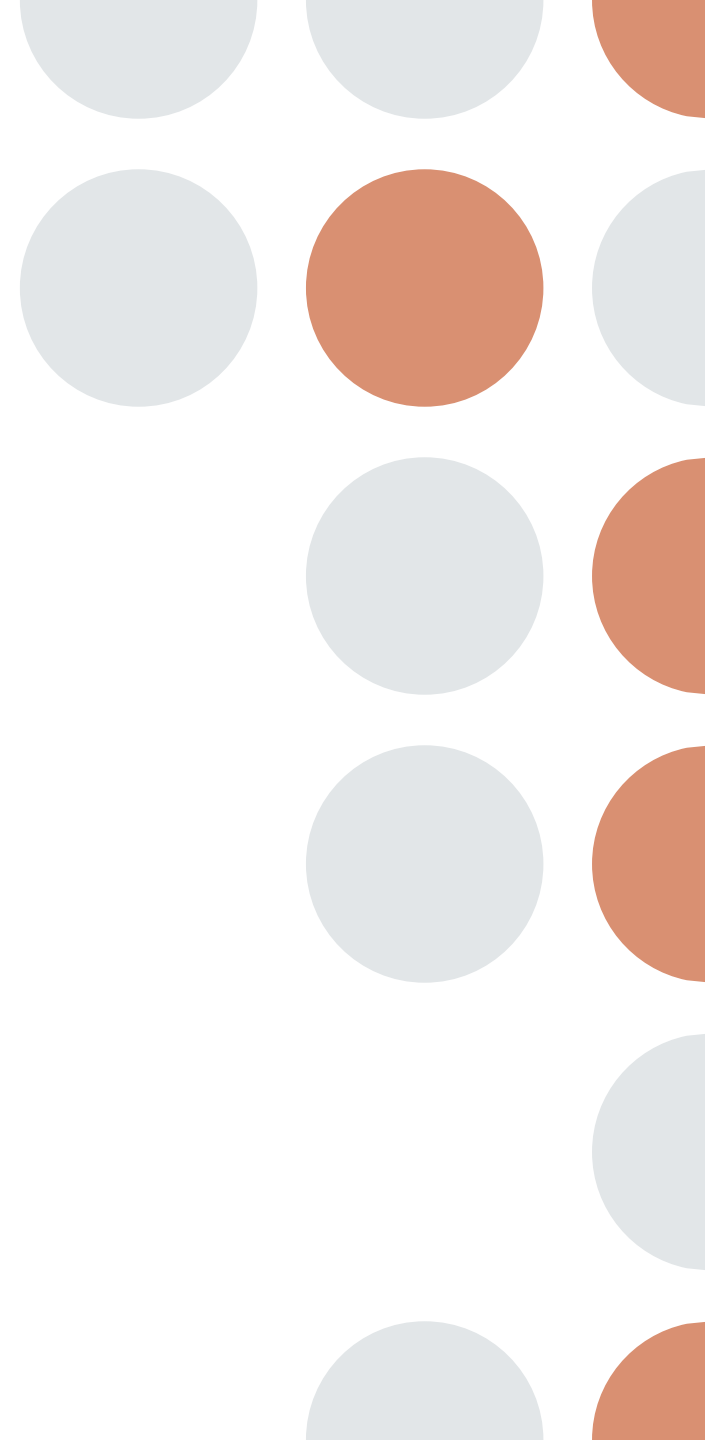
- Programming Funds
- Operating Funds

A la carte funding

- Member Development Grant
- Student Government Funding
- Columbus Service Support Program
- OUAB Collab

Resource Room

- Line of credit
 - Coke Beverage Donation
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Quick Items

Recording

Slides will be emailed

Seminar format with Q&A

Questions in the chat

**Schedule meeting at
go.osu.edu/CoachRequest**

CSA Funding

go.osu.edu/StudentOrgFunding

Programming Funds



CSA Programming Funds

Who: Treasurers (in Student Org Management System)

What: Reimbursement-based funding for events. \$2000 or \$3000/year

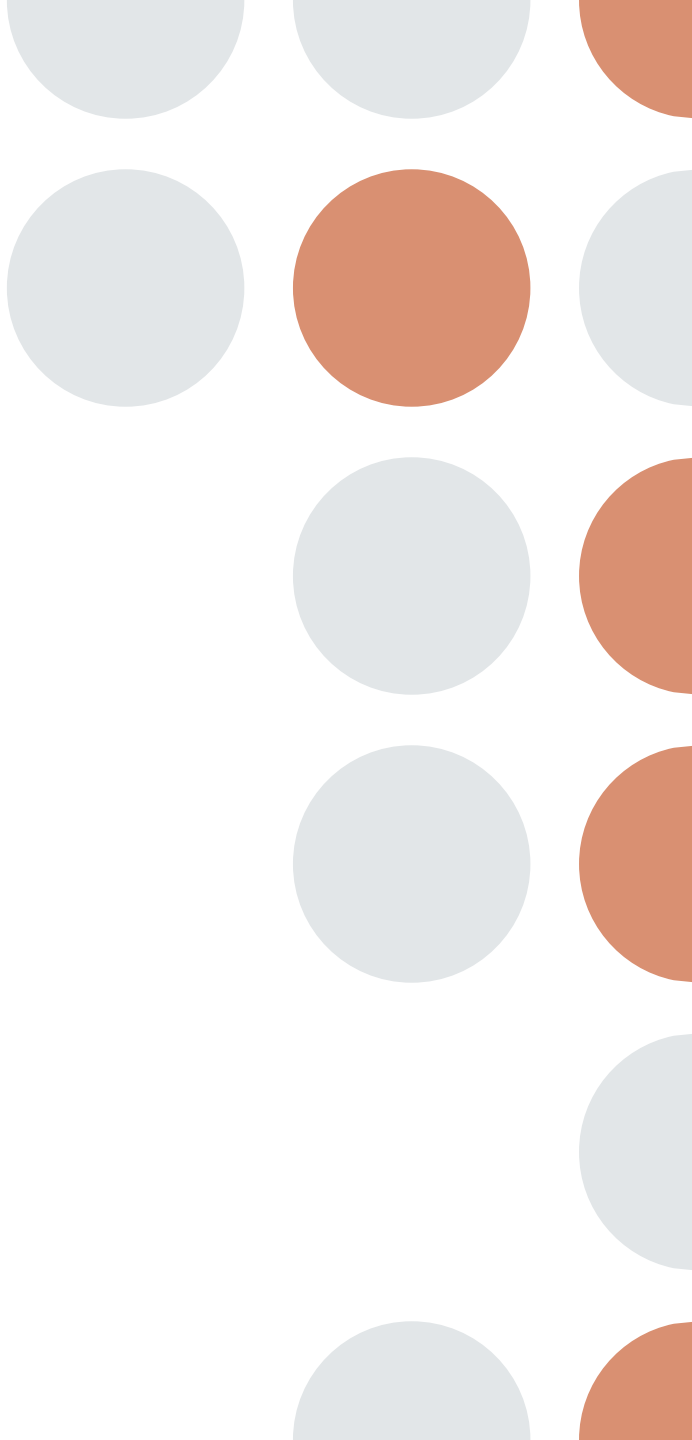
Where: On-campus/university property; 50% service

When: Intervals of funding windows for pre-approval

Why: Providing exciting and new programs to students on campus;
Connecting students with student orgs

What is the timeline for Programming Funds applications?

Event Date	Application Deadline
June 1 – August 15	April 15
August 16 – October 15	July 1
October 16 – December 31	September 1
January 1- March 15	November 1
March 16- May 31	February 1



What essential details are commonly misunderstood?

Numbers

Majority Ohio State students; Make sure there are **51% or more** Ohio Student students anticipated as attendees.

Date of Event

Each event funded by CSA can only be for one day. Therefore, a **separate application** needs to be submitted for any programs that stretch across multiple days or are a part of a series.

Educational Aspect

Programmatic element = educational component. Examples: a group discussion, a speaker, or distributing and sharing information in meaningful ways. Events can have multiple activities and objectives, but an educational component must be included in the agenda and purpose.



Late applications / changes

Can I turn in an application after the deadline?

No, all deadlines are strict and final.

Can I change details about my application after submitting it?

Yes. Applications can be edited within the Management System up until the window closure. If details about the event change after the application window closes, changes may not include an increase in funding amount. Date changes are permissible if they remain in the same date interval for that application. All proposed changes to the application details need to be communicated to CSAFunding@osu.edu.

Limits on applications

How much money can I request for my event?

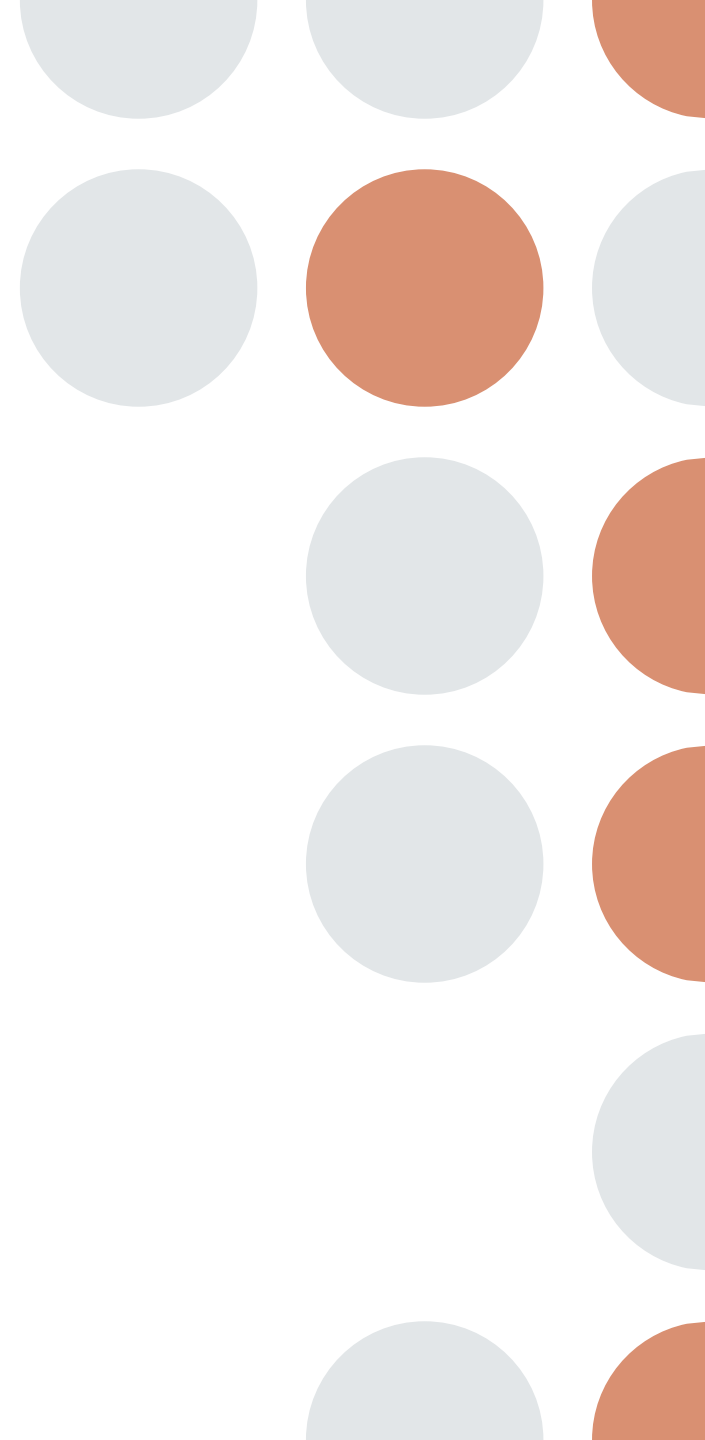
Refer to registration information for [explanation on statuses](#) – an org can be Pending, Inactive, or Active and still apply. An organization must be Active to be approved for and receive funds. Statuses of Active I/II can receive up to \$2,000 per year and Active Established can receive up to \$3,000 per year.

How many applications can I submit?

There is not a limit to the number of applications submitted, but the university will not provide funds beyond the limit that an organization is eligible for or is approved for.

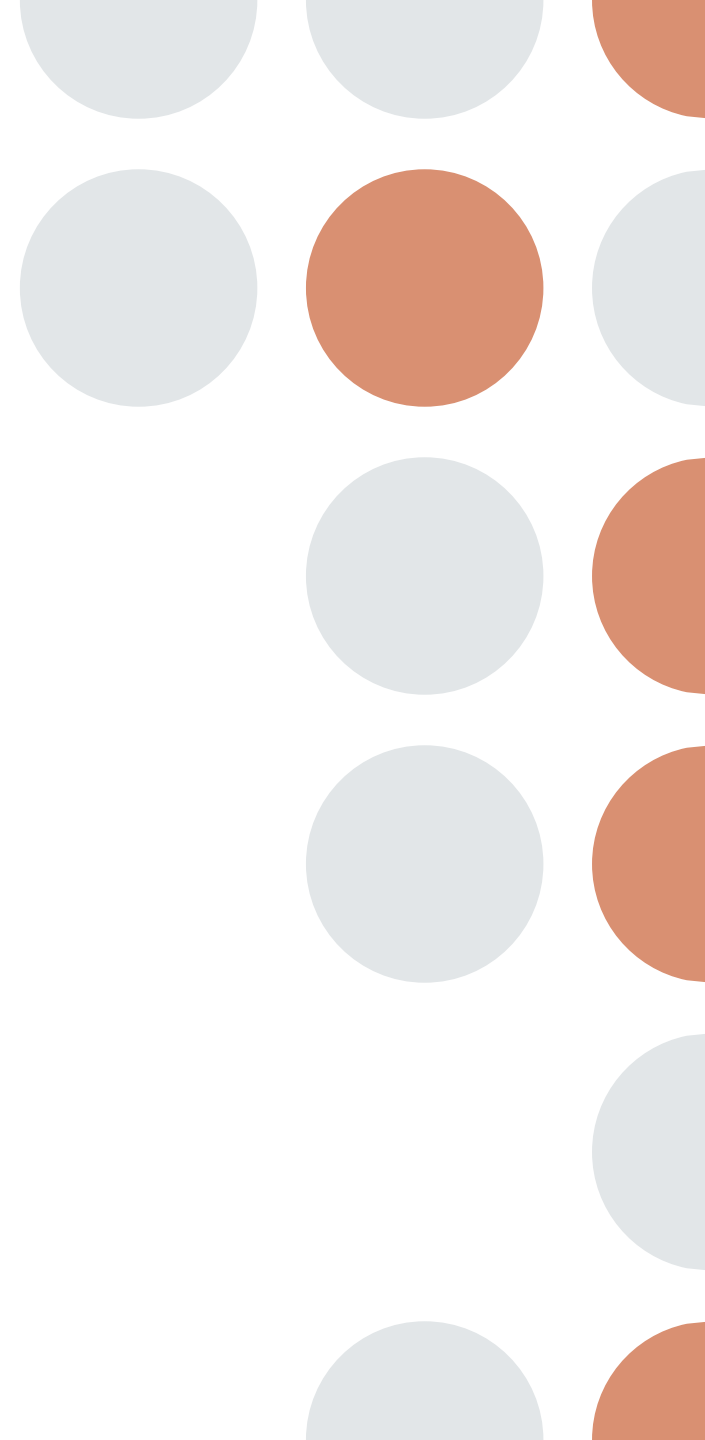
More information is better than less

- Make sure that the details of who, what, where, when, and why are answered in your funding application.
 - The Council should be able to understand what they would experience if they attended the event.
 - The Council commonly suspends applications when clarification needs to be made before deciding, which may significantly delay the review of the application and final decision.
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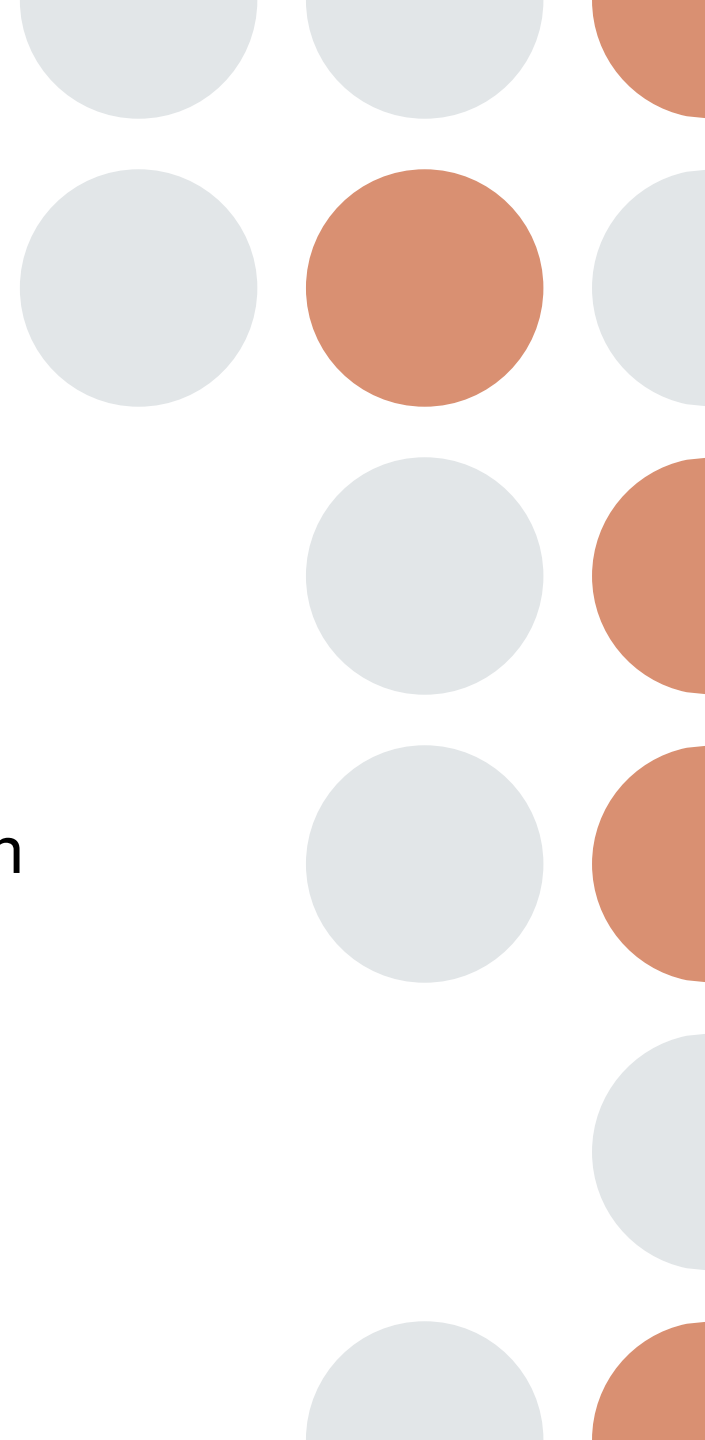
Use percent-limited categories wisely

- Some categories are limited in how much of the budget can be utilized for certain expenses, which may impact the amount that can be reimbursed for your event.
 - Work around the percent-limited categories by being aware of how they represent a part of the whole budget. You may need to change details about your event or expenses to be strategic in maximizing how much funding you receive.
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Other tips

- Event does not need to be desirable to all students, just needs to be *open* to all students
 - If Speaker is not getting paid, up to \$250/hr in speaker fee as "donated time" can be added to your total (which increases percent-limits)
 - For off campus service events only can pay for 50% of transportation and lodging, consider having the event on campus.
 - Ors can pool their funds to collaborate on events!
 - Ohio Union partnership – Organizations do not have to pay up-front for Ohio Union Events invoices. Write "Pay Ohio Union Events directly" on audit.
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Programming Request #15432

Program Name: Panel on Careers in Higher Education

Submit Date: 5/5/2021

Funding Window: Fall 2021 First Half

Date of Event: 8/20/2021

Time of Event: 12:00PM - 1:30 PM

Location: Ohio Union- Barbie Tootle Room

Is this a collaborative event? If so, please list the group(s) collaborating.

Event Type: Personal/Professional Development

Please describe what is taking place at your event in detail. Please include the speaker name if applicable. At this event, students will sit and listen for an hour to a discussion with professionals who work in the higher education space. Our panel will include two Ohio State faculty members Dr. John Doe and Dr. Jane Doe, Dr. Smith the Vice President of Student Life at University of Cincinnati, and Dr. Brown the Dean of Students at Columbus State Community College. The speakers will discuss their journey to their career path, describe their job and institutions, and talk about the state of Higher Education today. After the panel, there will be 30 minutes for questions. There will be food and refreshments: chips, vegetables and hummus, lemonade, and water for all students to enjoy during the event and each student will get a takeaway which will be a notebook and pen.

How does your event satisfy the CSA definition of a program. Please be specific in describing the format. This event satisfies the CSA definition of a program because this program is open to all Ohio State students and other members of the Ohio State Community. This event is educational as it gives students a chance to hear more about opportunities in the Higher Education field and how to build a career path.

How do you plan on evaluating your program. We plan on evaluating our program by using attendance metrics. We will track the number of participants, which allows us to see how much engagement we had with the event.

How will you evaluate the success of the program(including developmental and educational goals of the program)? We will send out a survey to attendees which will ask students to describe what they learned at the event and if they feel the event was informative and/or helped them with their career decisions.

Number of Ohio State Student Attendees Expected: 40

Number of Total Attendees Expected: 50

Are you charging admission to your program? If so, how much per person?
No

Please explain why you are charging this specific fee and how this fee is not cost prohibitive.

How will this event be marketed to the student body? Please note that you are responsible for contacting marketing groups yourself. Student Organization Insider (30 pts)Ohio Union Marketing (30 pts)Advertisement (Lantern, CABS, etc.) (20 pts)Social Media (20 pts)

Budget Information

Category	Description	Requested Amount	Estimated Total Amount
Speaker Fees	For University of Cincinnati Vice President of Student Life	\$500.00	\$500.00
Speaker Fees	For Dean of Students for Columbus State Community College	\$500.00	\$500.00
Speaker Fees	\$25 gift cards for two OSU speakers	\$50.00	\$50.00
OSU Physical Facilities	Barbie Tootle Room	\$400.00	\$800.00
Food/Beverages	Union Catering: chips, vegetables and hummus, lemonade, and water	\$500.00	\$500.00
Take-aways/Products of the Program	Notebooks with pen	\$50.00	\$50.00

Total:\$2000

Request Example 1

Programming Request #15433

Program Name: Paint by Numbers Event

Submit Date: 5/5/2021

Funding Window: Fall 2021 First Half

Date of Event: 8/23/2021

Time of Event: 12:00PM - 1:30 PM

Location: Ohio Union- Maudine Cow Room

Is this a collaborative event? If so, please list the group(s) collaborating.

Event Type: Arts

Please describe what is taking place at your event in detail. Please include the speaker name if applicable. At this event, each student will get a paint by the numbers kit that includes a picture on a canvas, paint, and two paint brushes. The students will get seated at a table, get to know each other, and paint their pictures. While this is occurring, our student organization members will lead a discussion on the importance of art education in schools. Each table will be given questions that they must discuss as a group and then report out to the full group in the last 30 minutes in a larger discussion.

How does your event satisfy the CSA definition of a program. Please be specific in describing the format. This event satisfies the CSA definition of a program because this program is open to all Ohio State students and other members of the Ohio State Community. This event is educational as it gives students a chance to learn from each other and also express themselves through painting.

How do you plan on evaluating your program. We plan on evaluating our program by using attendance metrics. We will track the number of participants, which allows us to see how much engagement we had with the event.

How will you evaluate the success of the program(including developmental and educational goals of the program)? We will send out a survey to attendees which will ask students to describe what they learned at the event and if they feel the event was informative and/or helped them have a different perspective on arts education.

Number of Ohio State Student Attendees Expected: 25

Number of Total Attendees Expected: 25

Are you charging admission to your program? If so, how much per person?
No

Please explain why you are charging this specific fee and how this fee is not cost prohibitive.

How will this event be marketed to the student body? Please note that you are responsible for contacting marketing groups yourself. Student Organization Insider (30 pts)Ohio Union Marketing (30 pts)Advertisement (Lantern, CABS, etc.) (20 pts)Social Media (20 pts)

Budget Information

Category	Description	Requested Amount	Estimated Total Amount
OSU Physical Facilites	Maudine Cow Room	\$800.00	\$800.00
Consumable Supplies	Paper towels, cups for paint brushes, and plastic table cloths	\$30.00	\$30.00
Take-aways/Products of the Program	Paint by numbers kits	\$225.00	\$325.00

Total:\$1055

Request Example 2



Programming Request #15434

Program Name: 5k for Breast Cancer

Submit Date: 5/5/2021

Funding Window: Fall 2021 First Half

Date of Event: 8/27/2021

Time of Event: 12:00PM - 3:00 PM

Location: RPAC Plaza Deck

Is this a collaborative event? If so, please list the group(s) collaborating.

Event Type: Other

Please describe what is taking place at your event in detail. Please include the speaker name if applicable. At this event, students will sign up through a google doc if they would like to participate in the 5k. If so, they will arrive at the RPAC Plaza at 12:00 to get their race number and get checked in. If students would just like to cheer the runners on and participate in the other parts of the event, then they will get there at 12:15. Each person will pay a \$5 admission fee to the event. All funds will be donated to the Susan G. Komen Foundation which is a 501(c)(3). At that time, a speaker from the Susan G. Komen Foundation will talk about breast cancer and what a donation can do to help the cause. At 1:00 the race will start and the route will go around campus to Tuttle Park and back to the RPAC. From this time until 3:00, there will be a DJ, John Smith who is not affiliated with OSU, playing music and opportunities for students to talk to representatives from the Susan G. Komen Foundation. There will also be snacks like granola bars, apples, gatorade, and water for all who attend to have. Each person will receive a t-shirt who attends the event.

How does your event satisfy the CSA definition of a program. Please be specific in describing the format. This event satisfies the CSA definition of a program because this program is open to all Ohio State students and other members of the Ohio State Community. This event is educational as it gives students a chance to learn more about breast cancer and how to support the cause.

How do you plan on evaluating your program. We plan on evaluating our program by using attendance metrics. We will track the number of participants, which allows us to see how much engagement we had with the event.

How will you evaluate the success of the program(including developmental and educational goals of the program)? We will send out a survey to attendees which will ask students to describe what they learned at the event and if they feel the event was informative and engaging.

Number of Ohio State Student Attendees Expected: 60

Number of Total Attendees Expected: 75

Are you charging admission to your program? If so, how much per person?
Yes: 5

Please explain why you are charging this specific fee and how this fee is not cost prohibitive. We are charging this specific fee because we want to donate the money to the Susan G. Komen Foundation that works to find a cure for breast cancer which is what our 5k is about. It is a 501(c)(3) organization. This fee is not cost prohibitive since the even is 3 hours and we are only charging \$5.

How will this event be marketed to the student body? Please note that you are responsible for contacting marketing groups yourself. Student Organization Insider (30 pts)Ohio Union Marketing (30 pts)Advertisement (Lantern, CABS, etc.) (20 pts)Social Media (20 pts)

Budget Information

Category	Description	Requested Amount	Estimated Total Amount
Entertainment	DJ John Smith Fee	\$300.00	\$300.00
OSU Physical Facilites	RPAC Plaza Deck	\$500.00	\$500.00
Equipment Rental	Tables and chairs	\$15.00	\$15.00
Consumable Supplies	Plastic table cloths, safety pins, and pens	\$30.00	\$30.00
Consumable Supplies	Sign	\$30.00	\$30.00
Consumable Supplies	Running Bibs	\$20.00	\$20.00
Food/Beverages	Granola bars, apples, gatorade, and water	\$150.00	\$150.00
Take-aways/Products of the Program	T-shirts	\$150.00	\$150.00

Total:\$1195

Request Example 3

Operating Funds

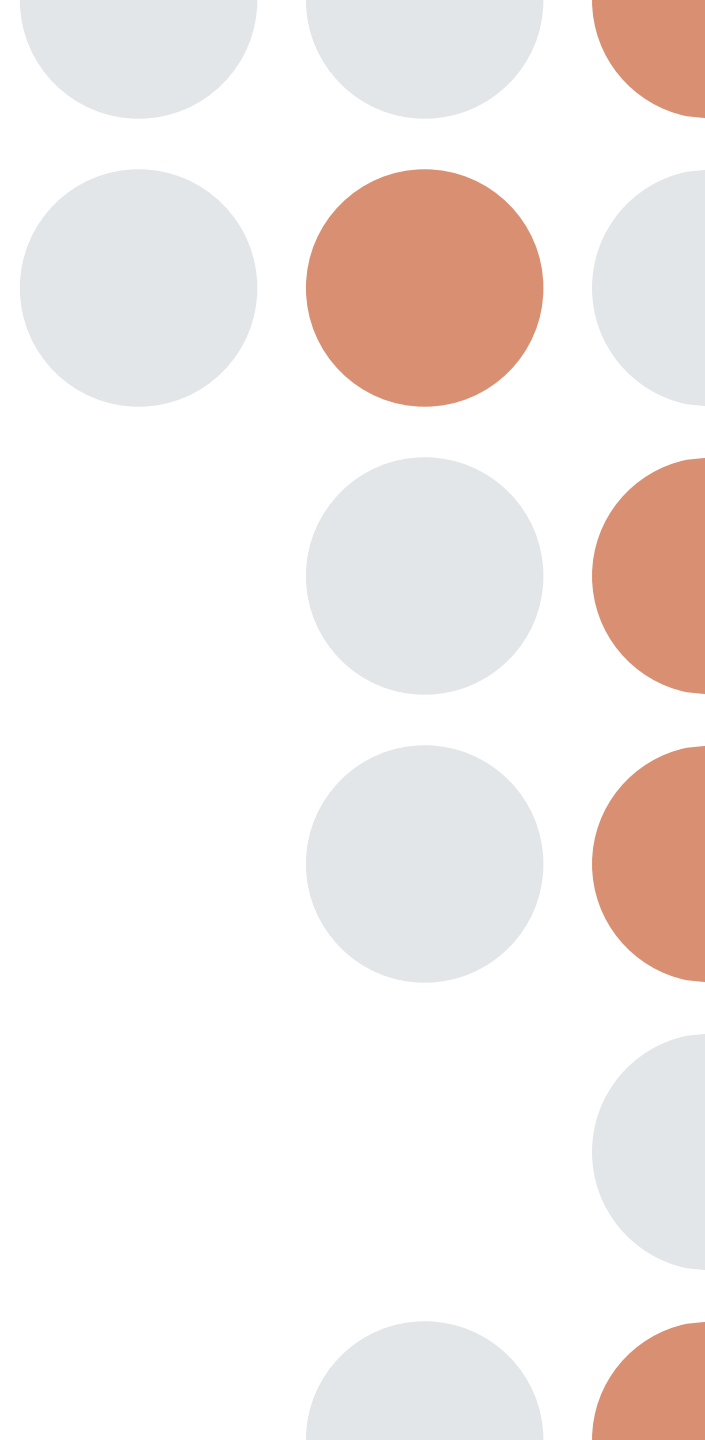


Operating Funds

Application Windows:

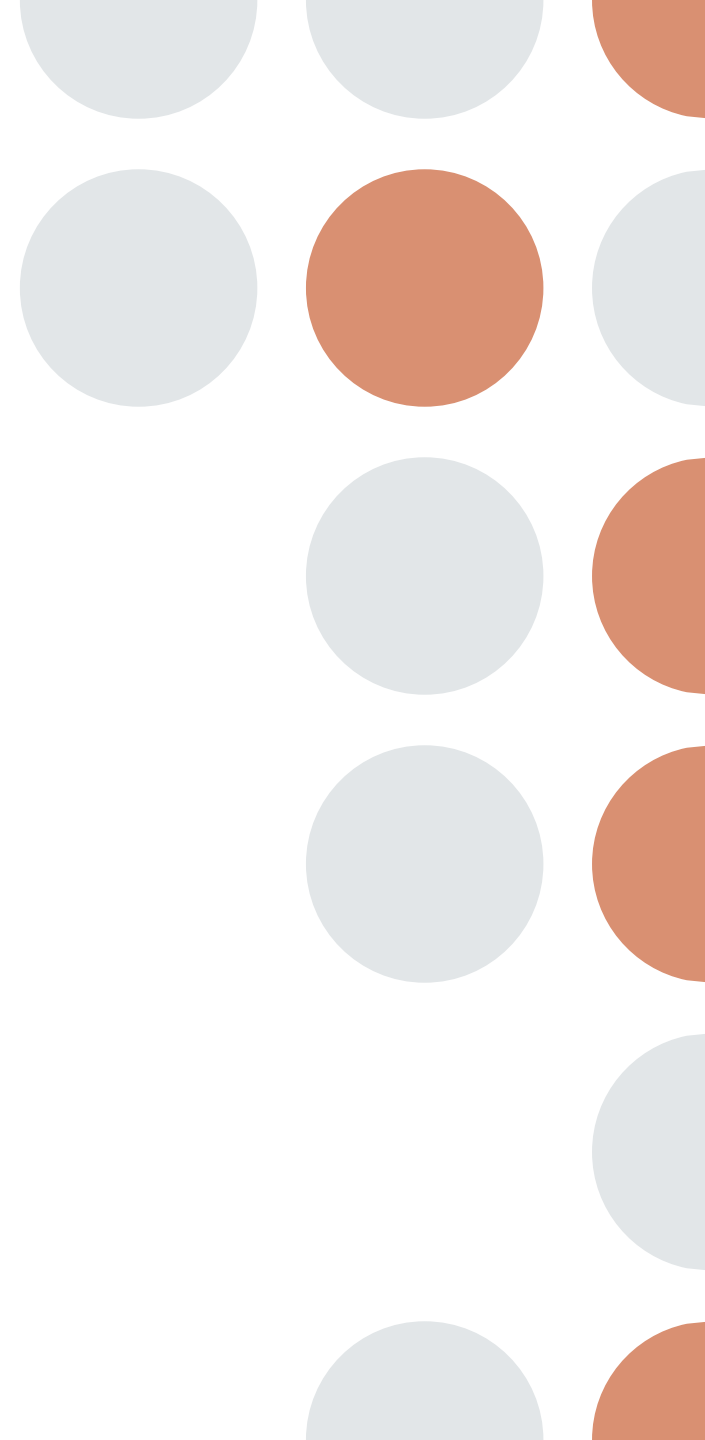
- Fall = July 1 – November 1; Audit due December 1
- Spring = November 2 – April 1; Audit due May 1

- ❖ \$200 allocation
 - ❖ Up-front / reimbursement
 - ❖ Using Operating and Programming Funds together
 - ❖ Fundable vs. Non-Fundable Categories
 - ❖ Student Activities website
 - ❖ Student Org Guidelines pg. 16
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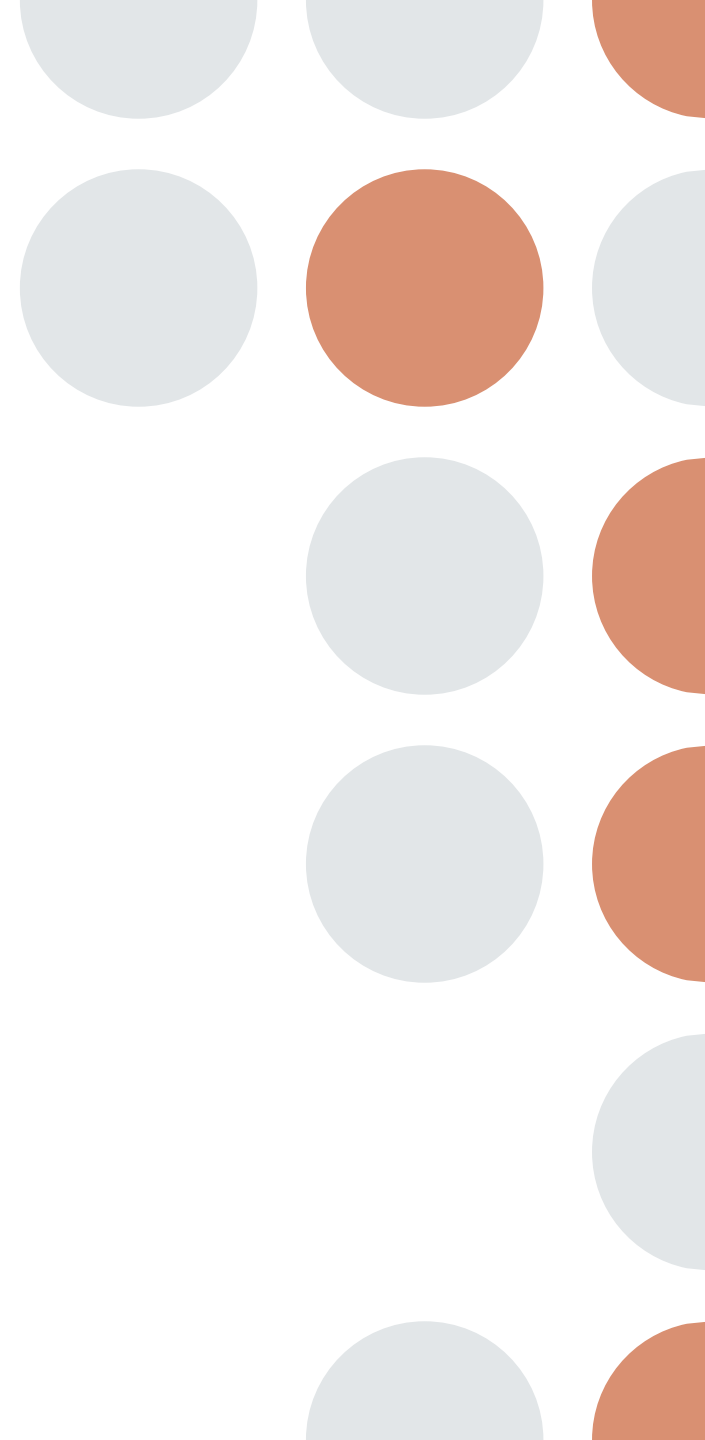
Fundable Items with Operating funds.

- T-shirts used for RECRUITMENT purposes
 - Yearly Website subscriptions
 - Rental of OSU owned facilities
 - \$100 in food for RECRUITMENT
 - Other category
 - Items that do not appear in chart. Can be voted on by the CSA allocations committee.
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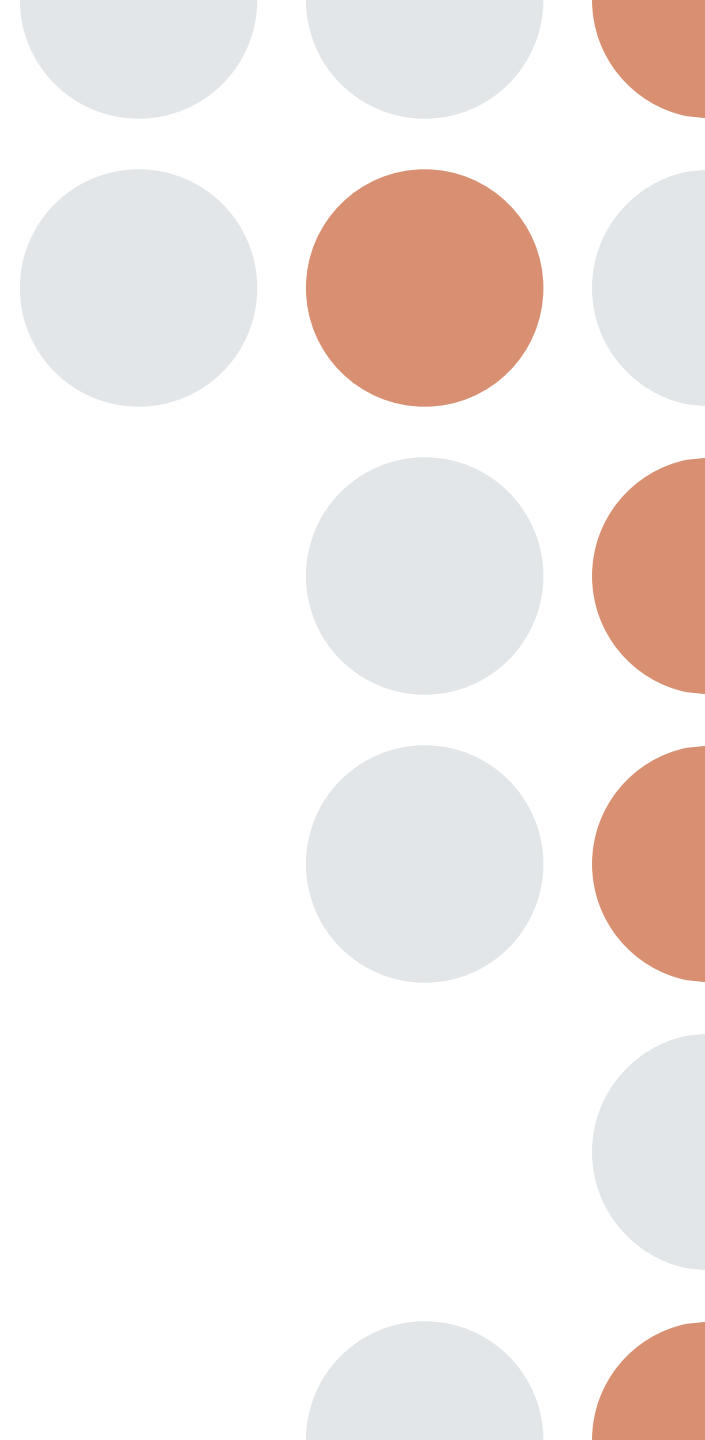
Not Fundable items with Operating funds.

- Direct Monetary / Item donations
 - Payment to another student organization
 - Only covering dues for President and Treasurers
 - Items that are to be kept and passed down by an organization. (ex. Board Games, Tables & Chairs, Extension cords, etc.)
 - Scholarships to individuals
-



What does the Operating fund process look like?

- Treasurer submits request on student org portal
 - Advisor reviews and Approves request
 - Fiscal Officer will review application & ask questions if needed
 - If this is a reimbursement we will ask for your audit at this time.
 - Check will be requested from the University
 - Once check is cut group will receive an email.
-



Audits & Getting Paid



In order to receive money from OSU....

An active vendor form needs to be filled out first!

To fill this out, you need:

- An EIN from the IRS
- An organization bank account

An audit is completed to prove that you spent the funds the way you said you would.

- Itemized receipts & proof of payment
 - Deadlines are important!
-

Other Funding Sources





Member Development Grant

go.osu.edu/MemberDevelopmentGrant


For member experiences!

- **Up to \$500** for all members, leaders, or new members
 - At estimated 75% attendance
 - Alumni permitted
 - Same funding windows as Programming Funds
 - Next deadline is November 1 for experiences Jan 1-Mar 15
 - Org can apply for multiple windows; cannot receive funding more than twice in a calendar year.
 - Must include an aspect of: building leadership, social perspective taking, and/or wellness AND building relationships
 - Competitive funding source
 - Up front or reimbursement
 - On or off campus
-

MDG Examples

- **Team activities** (escape room; ropes course)
 - **Service activities** (blanket-making; tree-planting; bird house-building)
 - **Purpose-related workshops/skill-building** (book club; speaker)
 - **Professional development** (certifications; attending conferences)
 - **Wellness activities** (Craft-making; yoga; care packages)
 - **Leadership retreats** (multi-day & single-day)
-

Student Government Funding

The background features a dark blue-grey color with several vertical bars of varying heights and widths. On the left, there are three dark brown bars. On the right, there is one taller orange bar. A thin white horizontal line is positioned near the bottom. In the top right corner, there are several white-outlined circles of different sizes, some overlapping the orange bar. A solid orange circle is also visible on the right side.

Undergraduate Student Government

- Rolling application, minimum 2 weeks prior to event
- Up to \$1500 per app; up to \$3000 per year
- Reimbursement-based
- Presentation to USG Allocations Committee
- Can fund trips/conferences, events, etc.

usg.osu.edu

Grad / Prof Councils

Council of Graduate Students & Interprofessional Council

- Not a standard source of funding specifically for student organizations, but can be asked for funding
 - Org must fall under CGS or IPC respectively
 - Can collaborate on student org events
 - May require a presentation; Contact a leader to inquire
 - **Cgs.osu.edu**
 - **Ipc.osu.edu**
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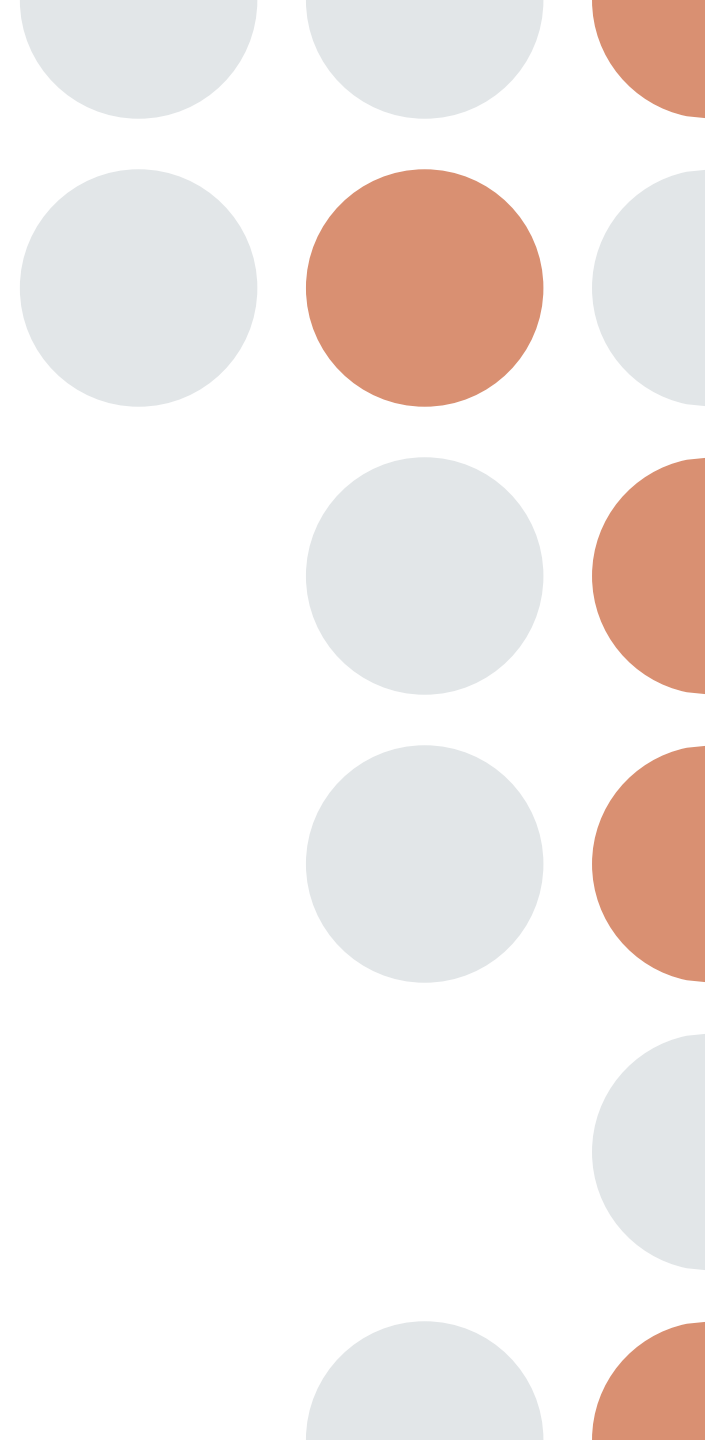
Columbus Service Support Program



CSSP

[Go.osu.edu/CSSP](https://go.osu.edu/CSSP)

- Funded by Student Activities Pay It Forward cohort
 - Two funding windows; Spring will open in January
 - Intended for local service experiences
 - Reimbursement (with some flexibility)
 - **One-time service – up to \$300**
 - PIF helps plan event & build relationship with community partner
 - **Continuous service – up to \$1000** (fall app only)
 - At least 5 service activities for a long-term service experience;
 - Experiences completed by April 30
 - Orientation & coaching is required
-



OUAB Collab App



Collab App

[Ouab.osu.edu](https://ouab.osu.edu)

- Intended for dream events!
 - Concerts, celeb speakers, interactive events
 - Two application cycles
 - Must be true collaboration – will not simply provide the funds, marketing, etc.
 - Open to all students, on-campus, not already planned. Cannot fund galas or awards ceremonies.
 - Rolling application, but specific cut-off dates. Spring 2022 already closed.
-

Resource Room



KBK CSLS – Resource Room

Line of Credit

go.osu.edu/ResourceRoomServices

- \$250 annually
- Automatically refreshed at active status renewal
- No application needed
- Only for services/products in the Resource Room

Coke Beverage Donation Program

go.osu.edu/CokeDonation

- Beverages for on-campus events, not meetings, open to all students
 - Due at least 22 days pre-event
 - Ice/cups not provided
 - Comes in cases of 24
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Where to find help

- **Csafunding@osu.edu**

Submitting your audit, documentation, vendor form & communicating about a submitted application. Also email to ask about fundable/non-fundable expenses; appeal questions – interpreting what appeals are asking for. Seeking clarification on application denial.

- **csls@osu.edu**

Quick, general questions. Not specific to an application.

- **Go.osu.edu/CoachRequest**

Brainstorming use of funds, determining best funding resources based on org goals, Q&A