

# Engineering Student Advisory Board

## Student Programs Fund Application

### General SPF

The purpose of the Engineering Student Advisory Board (eSAB) is to oversee general College of Engineering (CoE) programs, student activities, and other concerns of the College's students. In addition, eSAB shall represent engineering students to the faculty and deans of the College and to the citizens of Nebraska.

The purpose of the Student Programs Fund (SPF) is to encourage CoE student groups to create interesting, unique, and meaningful opportunities for CoE students.

#### **Examples of appropriate programs are:**

- hosting a speaker
- an educational field trip
- attending or hosting conferences of organizations like yours
- outreach programs
- leadership development activities
- equipment rental or purchase
- facilities rental

#### **Guidelines for application:**

- As a general rule, only UNL CoE student groups in good standing (according to the ASUN Recognized Student Organization list) and having a current eSAB Representative, will be approved to receive SPF monies.
- Grants may be applied for in amounts less than \$500. A student group may not receive more than \$500 in one semester for the allotment.
- Grant proposals will be scored on a rubric by a small committee of eSAB representatives. An RSO is awarded funding based off of the average of the scores. eSAB may choose to award less than requested.
- Grants will not be awarded for activities that appear primarily social in nature.
- Grants will only be awarded for events during term applied for.
- Your group will be responsible for covering the cost initially, and will be reimbursed as outlined in the grant allocation procedure on page 2.

#### **Application tips:**

- Your application must be complete to be considered.
- Make the budget as detailed as possible, itemizing all expected revenue and expenses. Remember that income = (revenue – expenses). You are encouraged, but not limited, to use the attached budget on page 4.
- Where unsure, error on the side of **completeness and detail** in describing the program or event.
- If an item needs to be left unanswered, explain why it is left unanswered.

### **Grant allocation procedure:**

1. Complete the application form, essay, budget and 4 square presentation and attach as files in the Google Docs Survey sent out by [engineeringsab@gmail.com](mailto:engineeringsab@gmail.com). Fill out all additional information on survey.
2. The application must be submitted by **Friday, September 23rd at 11:59 PM**.
3. The eSAB VP of Finance will handle the initial review of the proposal. If needed, he or she may request additional information or clarification at that time.
4. After initial review, a representative from your group will be asked to present your proposal during an executive team meeting. The eSAB VP of Finance will contact you to schedule this meeting.
5. The presentation will consist of only a 4 Square Chart, an example chart has been emailed to you for reference.
6. eSAB will score the proposal based on a 10 point rubric and your representative will be notified of eSAB's decision within one week.
7. If your grant proposal is approved, the funding you have received will be available for expenditure once all bills, contracts, and other financial documents pertinent to the SPF allocation have been supplied to the eSAB VP of Finance.
8. University policy dictates that all receipts/documentation must be processed by the SOFS office within 60 days from the date on the receipt (not the date of the event). **All receipts/documentation must be turned in to the eSAB VP of Finance within 45 days of the date on the receipt** to allow time to meet university policy. If documentation is not received within this time the SPF grant will be considered void and the funds will not be transferred. Receipts/documentation do not need to be turned in all at once, but all receipts need to be submitted before the end of the academic year.
9. Receipts/documentation must be e-mailed to eSAB's account: [engineeringsab@gmail.com](mailto:engineeringsab@gmail.com).

## eSAB Student Programs Fund Application Form

Office Use Only
Received:
Reviewed:
Granted Denied
Amount:
Disbursed: / /

Organization Name:	
Contact Person:	
Contact's Position in Organization:	
Address:	Phone Number:
	Email:
Faculty/Staff Advisor:	
Office:	Phone Number:
	Email:
Organization SOFS Account Number:	

### • Event Information •

Program Title:			
Date:	Time:		Location:
Dollar amount pledged from sponsoring department:		Dollar amount requested from SPF:	
SPF funds going toward:			

Things required:

1. Please provide a brief essay explaining what this funding will be used for.
  
2. Be prepared to answer the following questions during your presentation:
  - What is the purpose of your organization and/or this program?
  - Has your organization done this before? How recently?
  - What is the expected attendance? Who will be in attendance?
  - How does this program benefit CoE students and/or the college as a whole?
  - What will your group do to advertise and/or raise funds for this program?
  
3. Submit an itemized planning budget, including the amount requested from this fund, amount pledged from the organization’s sponsoring department, and other funding sources.
  
4. Finally, complete a 4 Square Chart, which will be used as your presentation material for the SPF Meeting.

Fill the application out and submit the application, budget, and Four-Square powerpoint slide via the SPF Application Google Form and we will confirm via e-mail to you and your advisor.

### **eSAB Student Programs Fund Budget**

Please attach itemized amounts for any revenues or expenses that you feel will help explain your organization’s need.

<b>REVENUES</b>			
Internal RSO Member Fees			
Sponsorships (Granted and Pending)			
Raffles			
Fundraisers			
Department Funding			
Organization Funding			
Out of Pocket Payment			
		Total Revenue:	
<b>COSTS</b>			
	Per Unit (person, room, day, etc.)	Number of Units	Total Item Cost

Lodging			
Meals			
Transportation			
Speaker			
Registration Fee			
Vehicle Rental			
Gas			
T-Shirts			
Materials (Itemize on separate sheet)			
Other Expenses			
•			
•			
•			
•			
		Total Cost:	
Funding Needed (Cost-Revenue):			
Amount Requested From SPF:			