Campus Center Funding Grant Guidelines

Purpose

The purpose of the Campus Center Funding Grant (CCFG) is to promote cultural diversity, enrich student life, increase student engagement, and build community through events and programming held in the IUPUI Campus Center.

Campus Center Funding Committee (CCFC)

The CCFC will be made up of members from the Campus Center Professional and Student Team Members and will consist of the Coordinator for Student Programming, three student team members, and the Campus Center’s Director (ex officio member). The CCFC will review proposals of recognized student organizations applying for the Campus Center Funding Grant (CCFG). Committee members will be well versed in the approval guidelines and will provide an unbiased viewpoint, and promote the good use of Campus Center funds.

Submission and Review Process

1. Proposals will be accepted by emailing the application and supporting documentation to ccfg@iupui.edu, or submitting a hard copy to CE 270. The submission periods are September 1-September 30th, and February 1-March 1st of each year. Once the application has been reviewed and approved for completeness, it will remain in the queue until the end of the submission period. The committee reserves the right to contact the organization for additionally questioning.

2. The Campus Center Funding Committee (CCFC) will review all complete proposals within one week of the submission deadline via the Oncourse website. The CCFC will meet a minimum of one time after all proposals have been reviewed to discuss and allocate funding.

3. All applicants will be notified of their award amount by October 3rd for the fall submission period or March 6th for the spring submission period.

Funding Guidelines

1. Eligible organizations must be in good standing with the Office of Student Involvement as a registered student organization (RSO).

2. A funding award of up to $1,000 may be requested by a student organization each semester. A maximum of $2,000 may be distributed during each submission period. The committee reserves the right to fund events only partially.

3. Funding awarded must be spent on the specified event within one calendar year from the date of award.

4. The event must take place in the Campus Center.
5. The proposed event/purchase must be open to all IUPUI students. Registered student organizations must abide by the non-discrimination policy: Events and programs must be open to students without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

6. This fund is for events and programs, not for regular organizational meetings.

7. The CCFC encourages marketing your event campus-wide. For example:
   a. Flyers
   b. Window and Railing Banners
   c. Campus Center Digital Signage
   d. JagNews message
   e. Listservs
   f. Social networking sites
   g. Information Tables

Proposed marketing timeline should be included with the completed proposal. Any organizations receiving funding must incorporate into their marketing materials that this event was supported by the Campus Center Funding Grant.

Funding Policies and Procedures for Campus Center Funding Grant

1. Upon notification of funds for a program, the Coordinator of Student Programming will serve as the main liaison between the organization and Campus Center Administration.

2. Payments will not be made until all documents have been submitted to Campus Center Administration.

3. A Request for Payment form and an attendance check-in list must be submitted to the Campus Center.

4. All receipts for reimbursement must be submitted to the Campus Center with a W-9 form (IU employees; student hourly, staff, faculty; are not required to complete a w-9 form) NO LATER THAN 30 DAYS after the event.

5. Itemized receipts for reimbursement must have the purchaser's signature and proof of payment.

6. Some receipts cannot be paid by reimbursement, (e.g., large purchases and rentals), an invoice is necessary for these items to create a Purchase Order from the University. It is the student organization's responsibility to obtain signed vendor set-up forms from the company/performer along with the invoice in order for payment to be processed. In these cases, it may take up to 30 days to process these payments after the invoice has been submitted to the Campus Center.
7. Allocations cannot be used to fund:
   a. Food or beverage of any kind
   b. Honoraria to University staff or students for presenting programs for student activities or athletics
   c. Salaries or wages to University staff or students for participating in student activities, organizations, or athletics (excluding campus security)
   d. Cash awards, or awards that can be easily converted to cash.
   e. Gift cards
   f. Personal subscriptions, personal memberships, or group memberships
   g. Donations
   h. Fundraising events
   i. For events that have alcoholic beverages, bar equipment, bartender fees, or any illegal substances/paraphernalia
   j. Gifts of any kind, to an individual, whether or not they are faculty, staff, or students. Gifts, as referenced in these guidelines, are items for personal use for which the recipient does not exchange something of equivalent value. This definition of gift is not meant to include non-cash items of nominal value (less than $25) given under other allowable provisions of these guidelines. For example, it is allowable to give a guest speaker an IUPUI mug as a gift for speaking to a student group.
   k. Contributions or expenditures in connection with any political campaign (including primaries) on behalf of any candidate for public office, or financial support of any kind to organizations whose activities consist substantially of lobbying or other activities designed to influence legislation
   l. Direct or indirect support of litigation against the University

8. All expenditures must comply with existing university policies and procedures.

9. All proposals must have vendor information submitted for prepayment/reimbursement.

10. If you need pre-payment (i.e., contracts signed, checks sent to non-IUPUI vendors, payment made to a speakers bureau), your event must occur at least 45 days after the submission deadline to guarantee the completion of this process before your event date. Please note, for large purchases and rentals, refer to the reimbursement and receiving payment section for additional time guidelines.

11. If any major changes are made (i.e., vendor, location, time) or if there is an increase in cost, please notify the Campus Center Funding Committee immediately.

12. Within 30 days of event completion, an evaluation needs to be submitted for the event.

**Breach of Policies**

A funding proposal is a written contract between the student organization and IUPUI; as such, if an organization does not adhere to the Campus Center Funding Grant guidelines, this will be deemed a breach of contract. Therefore, the event will not be funded.