Student Organization Funding
Funding

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- Funding Guidelines and Applications
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Quick Overview of Types of Funding

The following slides will elaborate on each funding source

• Budgetary Process
  • Highest allocations
  • Applications open in the Spring for the next school year

• Contingency Fund
  • "Leftovers" from previous Budgetary Process
  • Funds similar items as Budgetary, but lower caps
  • "First come, first serve"

• Coca-Cola Diversity Matters Fund
  • Funding for food
  • Any event which benefits campus

• Accessibility Fund
  • Funding for accessibility services
  • Any event which benefits campus

• Intercollegiate Academics Fund
  • Research, Academic Presentations, and Academic Competitions.
  • Must be associated with an Academic Dept.
Spring Budgetary Process

• Organization will receive an e-mail reminder of budgetary process beginning of spring semester (March)
• NISG DOF requires each student group to attend a mandatory funding meeting
• Student orgs submit funding request for following academic year
• All student orgs meet with organization and finance committee
• Student orgs are emailed with results
• Deferred funding – what to do now
• View your 2020-2021 allocations [here]
Budgetary Process: Exemplary Student Organizations (ESOs)

Once the Budgetary Process begins, all organizations will be able to apply to be considered for ESO status.

Even if your organization was categorized as Exemplary this year, you MUST reapply every year.

Qualifications:
- Exhibit widespread benefit to the campus as a whole
  Inclusive, sustainable, innovative, and collaborative
- Well managed and have proper oversight over finances
- Continued success (through leadership transitions, attendance at events, previous funding allocations etc.
- Funding needs typically above our caps
Budgetary Process: Exemplary Student Organizations (ESOs)

- Need to collaborate with a new student organization every year in order to remain in ESO status.

- We will be requesting past documents, to show how you used that funding when coming through the Budgetary Process.
Changes to Budgetary

• Establishment of Deferment Caps
  • Entertainment: $3,000
  • Equipment: $1,500
  • Venue: $1,500
  • Travel: $2,000
  • Supplies: $500
  • Advertising: $150

• We will also be looking back at past spending habits
• We are going to highly encourage partnering with other student orgs to put on events
Contingency Fund

• A year round funding source: [Link](#)
• Application Process can be found on the NISG website
  • 3 week process from the time of application submission
• Used for deferred funding and other funding needed by student organizations
• “Leftovers” of what student organizations did not spend last year
• Does not fund:
  • Food or beverages (Exception: Monies allocated for Weekend Incentive)
  • Events not open to all students
  • Events off campus
Contingency Fund: Post Event Report

- **Required** one week after an event if the organization received Contingency or Budgetary Funding
  - Email or leave a copy on my desk
- The Organization and Finance Committee will use this information for reference in future funding decisions
- Find a blank copy of a [Post Event Report](#) here
New to Contingency

• Contingency Caps:
  • Contingency Caps change from year to year. Caps will be lower than going through Budgetary.

• Itemized lists:
  • We expect you to have a detailed list of what you plan to use the funds for, and expect those estimates to be as close as possible to exact amounts.
  • You will not be allowed to go outside this budget after it has been approved and confirmed.
Intercollegiate Academics Fund

• Funding from the Provost Office for research, competition, and academic presentations.
  • Must be associated with an Academic Department
• Large amounts funded, but more elaborate application process than other funding sources.
• Department Head and Student Organization Advisor should help you through the process.
• Link
  • Contact the NISG Director of Finance if you have further questions
Coca-Cola/Diversity Matters Monetary Fund

• Monies come from our exclusivity agreement with Coca-Cola
• Funding guidelines are more flexible than contingency fund
• Will fund food
• Incentive for co-sponsoring
• No solicitation for funding/sponsorships with Coca-Cola directly
• Click here for the link to the application
The Green Fund

- Distributed through the Student Sustainability Engagement Committee (SSEC)

- The fund exists to help start projects that address environmental sustainability at UNI and directly or indirectly benefit UNI students.

- Also up on the NISG Funding website
NISG Funding Resources

NISG Webpage: www.nisg.uni.edu

Funding Guidelines and Applications

• Budgetary Process Guidelines (subject to change)
• Contingency Guidelines, Contingency Application
• Coca-Cola/Diversity Matters Fund Guidelines, Coca-Cola/Diversity Matters Fund Application
• IAF Webpage
• Green Fund
Coca-Cola Product Request

• Free Coca-Cola product is available to student organizations for events which meet the criteria set out in the guidelines
• For more information, and to fill out a request, follow the link below: https://studentlife.uni.edu/coca-cola-product-request
• When placing a request, please enter quantities in 12 packs for all products with the exception of water. Water is packaged in cases of 24 so please enter your quantities accordingly. Limited to one product item per person per event.
Accessing Funding Received

• If you receive funding for an event or organization expense, attached to the approval email PDF instructions will be included with information for how you will access that category of funding. It is important to remember:
  • The way in which you access your funding received depends on what you were funded for
  • You will not receive the funding in a lump sum prior to your event
  • In order to make the most of your funding and have a successful event, it is critical that you plan ahead.
  • If you have any questions about accessing the funding your organization has received, please contact Pam Creger at pamela.Creger@uni.edu
Non-Campus Accounts

• Setting up a non-campus bank account
• Veridian Credit Union
  • The College Square Branch has been trained to work with student accounts
• Non-Campus accounts are student organization accounts opened for the purpose of collecting dues, fundraising, event ticket sales, or any other collection of non-University funds
• Must apply for and obtain an FEIN (Federal Tax ID #) in order to open an account with a non-campus banking institution
• Recommended that organization leaders, not advisors be listed on non-campus accounts
• Cash Handling Training is recommended and available at
  • http://www.uni.edu/obo/cashiering/uni-deposit-cash-handling-training
Crowdfunding

What is **Crowdfunding**
Available through the Alumni and Foundation office
Contact person:
  Jeff Keen
  Associate Director Annual Giving Program, Development & Foundation
Phone: 273–2511
Email: jeff.keen@uni.edu
• Please share your organization’s events with the Office of Student Life and we will post it on our social media platforms.
Special Request

- Fill out an equipment report and email it to me (nisg-finance@uni.edu)

- Link, If you have equipment please fill out the link and submit it.
Questions