Hutton Honors College

Hutton Honors College Funding Board

Funding Request Form

The completion and submission of this application in no way guarantees funding, but it assures a fair and impartial review for a possible award by the HHC Funding Board. Failure to fill the document out properly and abide by the requirements may result in termination of this application and or banning from future requests. Please note all applications must be submitted and presented by a current Hutton Honors College student and electronically signed by a faculty/staff advisor. All **SGSOs** must fill out the additional form on the website. **Read the website carefully.**

*By Acknowledging below, I hereby attest that all statements in this application are true to the best of my knowledge, and I understand the policies, requirements, and processes associated with the allotment of the HHC Funds. Furthermore, I understand that future funding to me or to my organization may be jeopardized if any of the policies or requirements of HHC Funding Board are violated. Please see our website for any updates to policies or requirements.*

Organization Name:

Applicant’s Electronic Signature:

Date:

Faculty/Staff Sponsor’s Electronic Signature:

Date:

Please submit this form, along with your Funding Board application, to hhcfb@iu.edu one week before the meeting you would like to attend.

**Please format the subject line of your email as: “[school year] [org] [event] Funding Application”**

**Initiative Information**

Initiative Name:

Initiative Dates/Times:

Initiative Location:

For honors organizations only: Transfer or Approval

Are you taking steps to ensure your event follows all policies for Indiana University policies as well as any policies in the local area where the event is taking place? Yes No

Admission Fee? Yes No Amount (if yes):

Estimated Total Attendance: Estimated Honors Students:

Total Amount Requested: $ Total Initiative Cost: $

**Organization Information**

Organization/Applicant Name:

[Is your Organization a USO or a SGSO?:](https://policies.iu.edu/policies/stu-01-student-organizations/index.html) \_\_\_\_\_\_\_\_

* If you are a **USO**, enter your seven-digit IU account number *(and sub-account if needed):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If you are a **SGSO**, enter your Jaggaer or Buy.IU supplier number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Reminder! SGSO’s must also submit the supplemental form posted on the*** [***website***](https://hutton.indiana.edu/funding/funding-board.html)***.***

Estimated # of Honors Students in Organization:

Registered with Student Life and Learning? Yes No

**Organization Leader Information**

Name:

IU Email:

Phone:

**Organization Treasurer Information**

Name:

IU Email:

Phone:

**Funding Board Presenter Information (Presenter must be a current HHC student)**

Name:

IU Email:

Phone:

**Faculty/Staff Sponsor Information**

Name:

IU Email:

Phone:

**Organizational Finance Information**

*Account Balances*

Please list current account balances and/or other financial accounts your group has access to.

|  |  |
| --- | --- |
| *Total Account Balance:* | $ |
| *Total Allocated for other activities:* | $ |

If you indicated allocation for other events, please include a description of how these funds are allocated/what their intended uses are for.

*Other Funding*

Please identify ANY AND ALL other funding (besides dues) that your organization has/will be receiving over the semester. These sources of funding may include other IU funding bodies (IUSA, RHA, Union Board, IUSF, etc.), outside donors, etc. (Applications that demonstrate that the applicant has applied for and received funding from outside sources may have an advantage in the HHC Funding Board review process.)

|  |  |
| --- | --- |
|  |  |

*Debt and Liabilities*

Identify all pre-existing debts your organization has. This does not include the amount(s) you intend to use on events/operating costs this semester.

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

**Initiative Budgeting Information**

Itemize all expenditures, **including items which have been donated**. If exact costs are unknown, enter the most accurate cost estimate available. Please place all expenditures as line items in the below categories if applicable. Please indicate individual vendors and items from vendors. Do not forget to include 7% sales tax, and the 1% tax on prepared foods in Bloomington if you are not tax exempt. All HHC organizations using 23 accounts are tax exempt. **Ensure budget items are fundable before applying, for the list of ineligible items, visit the** [**HHCFB website**](https://hutton.indiana.edu/funding/funding-board.html)**:** [**https://hutton.indiana.edu/funding/funding-board.html**](https://hutton.indiana.edu/funding/funding-board.html)

*Note to add more line items, use the + sign at the end of the last row. Don’t forget to total!*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vendor** | **Item** | **Cost Per Item** | **No. of Items** | **Subtotal** |
|  |  |  |  |  |
| **Food** |
| **Food Subtotal** | **$** |
|  |
| **Supplies** |
| **Supplies Subtotal** | **$** |
|  |
| **Marketing/Venue** |
| **Marketing/Venue Subtotal** | **$** |
|  |
| **Miscellaneous** |
| **Miscellaneous Subtotal** | **$** |
|  |
|  | Tip (if applicable) |  | $ |
| 7% Sales Tax (if applicable) |  | $ |
| 1% Prepared Food Tax (if applicable) |  | $ |
| **Total** |  | $ |

**Initiative Description**

* *Describe the initiative, its goal(s), its target audience, and how it will benefit the Hutton Honors College and/or IU community.*
* *Provide a timeline of your event:*
* *Describe your organization and its overall goals.*
* *Who will be invited to participate in your initiative?*
* *Describe the steps you have taken to fund this event, including the involvement of public and private or non-profit donors.*
* *If you have over 50 people at your event, you will need to comply with university event policy. Please include all UERC documents (found here:* [*https://autm-fireform.eas.iu.edu/online/form/authen/fall21*](https://autm-fireform.eas.iu.edu/online/form/authen/fall21)*) in your application. If you will not have over 50 people at your event, please explain the steps you plan to take to ensure the safety of participants.*

**If you are not an HHC organization, please complete the following questions below.**

* *What is the total membership of your organization?*
* *Please provide a list of all Hutton Honors College members in your organization (We suggest you email your members to obtain this information).*
* How many members of the executive board are part of the HHC compared to the total number of board members?
* *The HHCFB is committed to promoting excellent events on campus, but since Funding Board resources come directly from HHC students, the Board likes to see strong efforts made to specifically benefit HHC students.*
* *How will this event benefit HHC students above and beyond the general IU student population?*
* *How you will market it to HHC students? (The HHC does not usually send messages from non-HHC groups to its listservs.)*
* *Are you intending to partner with an HHC staff member or student organization (highly recommended)?*
* *Will your event offer something “extra” that is specifically tailored to Honors students, for instance, a special “meet the artist or speaker” opportunity, or other way to directly involve HHC students?*

**\*If you advertise your event in any way, or have any paper materials at your event, please include “Sponsored by the Hutton Honors College Funding Board.”**

**You may also request from us one of our logos to place on your promotion materials.**



Once this document is complete, mail it as a Word document to hhcfb@iu.edu, **and be sure the name of your organization is in the subject line of your email. Also ensure this form is named properly with the organization name and event title (ex: “org\_event\_funding”)**

**\*All applications must be submitted at least one week prior to the next scheduled HHC Funding Board meeting.**

**Funding Board dates are available on the website.**