**Hutton Honors College Funding Board requirements for funded initiatives**

**Funding restrictions:**

Funding may only be used for the event/date and line item expenditures that are approved by the Board unless you receive explicit approval from the board to alter your plans (for a rain date, for instance). If there is any confusion as to the appropriate use of the approved funds, please contact the HHC Funding Board at [hhcfb@indiana.edu](mailto:hhcfb@indiana.edu).

No block grants (to cover a full semester's activities, for example) will be approved, and any organization proposing initiatives involving programming that extend beyond one semester will be asked to revisit the committee at appointed times to provide updates on the project before later installments of funding are approved.

If funding involves the payment of an entertainer, presenter, operational laborer, or any other person, you must make sure to consider all appropriate forms for these services. You should be able to consult your staff/faculty advisor for these rules. You can also contact the HHCFB CFO with questions by emailing [hhcfb@indiana.edu](mailto:hhcfb@indiana.edu). An example of this is the FICA tax that must be collected for payment of a speaker as well as tax forms that must be submitted. If you do pay them without taking the proper steps and then seek reimbursement from the HHC Funding Board, you will not be reimbursed. Please note that no individual or group can pay an entertainer, presenter, operational laborer, or any other person from their own pocket.

**Funding disbursement:**

Each awardee will receive a line-item approval of the funding granted and funds will be dispersed to the organization's specified approved financial account. This could take up to three weeks for the transfer to complete if the application is approved. Please plan ahead for this.

**Return document:**

Scanned copies of all receipts must be submitted electronically to [hhcfb@indiana.edu](mailto:hhcfb@indiana.edu) within five (5) business days of the initiative. If receipts are not available within that time because of delays with vendors, please notify HHCFB within the five (5) business day period. We also encourage you to keep a copy for your organization.

In addition to submitting the receipts, you must submit the Return Document and any excess funds to HHCFB. The Return Document can be found on the HHCFB website that you obtained the application from. If you cannot find this, feel free to reach out to [hhcfb@indiana.edu](mailto:hhcfb@indiana.edu).

**Please note, failure to return the requested documents and receipts within the 5 day period after the initiative may result in your organization being unable to apply to HHCFB in the future. Also, failure to properly account for all money spent may result in the proper university authorities being notified.**

If you need an extension for this deadline, contact HHCFB immediately with an explanation, and we will do our best to accommodate your situation.