

This packet is provided to you because you have inquired about funding from **Housing & Residential Life's (HRL) Program Grant Board (PGB)**. If you are interested in support (without any funding) from HRL please contact the Residential Housing Association (RHA) at www.uofmrha.org.

Funding Allocations: Money granted to any organization cannot be used to directly donate to any charity or organization. It can be used to support the costs of hosting an event in which proceeds go to charity or an organization. The PGB will be limited to a maximum allocation per external group or event of \$2000.

Requestors: All requests must be filed by one official student requestor from an organization. PGB will consider only one request per event within any one academic year. Grants will be considered for external groups only. 'External groups' will be defined as any student, group, or organization that falls outside the following: RHA, NRHH, Bridges, GLBTA Network, and any HRL community council. Members of the HRL student community (ex. Community Advisors or council members) who plan events outside of their position expectations or their capacity as staff or leaders within Housing will be considered external groups.

Event Information: We ask that that you provide full, accurate, and timely information in the request form. Discrepancies in the event vs request form may alter any current or future grant requests.

Budgets: All submissions should include an attached detailed budget. The budget should include all sources of funding & uses of funding (food, equipment, advertisement, etc).

Grant Meeting: Ten minutes will be provided for a presentation of the grant request to the board. After the presentation the board will ask questions and gain a better understanding of your organization/event & grant request. You will receive an official confirmation of your request with information about an upcoming grant meeting time for the presentation. The board may determine insufficient information has been provided and request more detailed information to be presented at a future grant meeting. An email approving/denying the request will be sent to the requestor after the PGB has made an official decision; this decision is final.

Timeliness: Please submit the request form, budget, and any additional supporting documents at least 30 days prior to the date of the event. We will contact you as to the date/time/location of your presentation to the board. No requests for funding will be accepted after an event has occurred.

Publicity/Advertisement: All publicity should reasonably recognize the funding of HRL/PGB. The HRL logo should appear on all advertisement for the event. This logo will be provided should funding be granted. Please bring any draft versions of advertisements you have for the event to the presentation.

Post-Event Evaluation: All supported/funded events must be evaluated using the attached form and returned within 2 weeks after the date of the event. Failure to do so may alter any current or future funding requests.

Policy & Non-Discrimination Information: All people should have reasonable equal access and opportunity to attend and participate in your event in a non-discriminatory way. All U of M policies should be followed at all times. All events should abide by the philosophy of HRL. If held within residential housing facilities all HRL policies should be followed at all times. Primary sponsors will be held responsible for any/all HRL policies violated.

Distribution of Funds: HRL funds cannot be disbursed directly to a planning organization. All funds will be disbursed through direct payment of vendors by HRL professional staff. Grant requestors will be required to provide contact information and specific expense information to the specified HRL staff member who will arrange for payment. Organizers should be aware of University timelines for disbursement of checks in planning ahead for payment deadlines. Due to the Universities fiscal year, HRL stipulates that funds must be fully dispersed and paid by June 15th.

Filing Request: Return a copy of the completed request form, attached budget, and any supplemental documents to the Programming Grant Board (PGB) • Comstock Hall-East • 210 Delaware Street SE • Minneapolis, MN 55455 or email to pgb@umn.edu. All submissions must be accompanied by the signed official request form; emailing all information from your umn email account will be considered an electronic signature.

Questions: If you have any questions about how to complete this funding request please contact pgb@umn.edu.

