How to Apply for Funding

ASMSU Student Allocations Department

Student Allocations Department

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Before you Apply

- Answer these questions:
  - Am I registered with MSU Student Life?
  - Do I have a University Financial Account?
  - Do I know my AR number?

Visit https://studentlife.msu.edu/rso-s/Becoming%20an%20RSO.html for more information on how to register your RSO with student life and https://studentlife.msu.edu/rso-s/rso-financial-accounts-regulations.html for more information on how to establish a Financial Account to receive an AR number

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Selecting an Application

	RSO Event/Project Funding (cap $4500)	RSO Startup Funding ($300)
Eligibility	- Registered with Student Life - University Financial Account in good standing - Maximum of 1 application approved in an academic year - Event/project must be in the current semester	- Registered with Student Life - University Financial Account in good standing - RSO founded within the last 5 semesters (including current)
Description	The majority of applicants will use this application. This funding is to enable RSOs to put on programs and provide opportunities to students that enhance the Spartan Experience. This funding is entirely reimbursement based	This funding is designed to boost new student organizations and provide an extra resource to fledgling RSOs to provide new communities for undergraduate students. This funding is a grant deposited into the RSOs AR account

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RSO General Funding

Question Guide

RSO Event/Project Funding: First Section

▶ All of this information is required. The AR number must match to the name of the organization requested.

▶ The primary contact will be the email used by S.A.D. staff to communicate updates on the application

This is the most important piece of information we require. If you do not have an AR number, **we can not** schedule you to present. Email Student Life at Involve@msu.edu to find out your AR number.

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General Information

Name of Organization *

RSO AR Number *

Primary Contact Name *

Advisor Name *

Advisor Email *

Project/Event Title *

Project/Event Date *

Would you like the presentation over Zoom or In Person? *

Which Option Best Describes your Event *

RSO Event/Project Funding:
What kind of Proposal?

⠿

Which Option Best Describes your Event *

Select the option that best describes your event:
Conference/Tournament: Any event where your RSO or group is attending as representatives of the university (EG: off-campus basketball tournament or regional professional conference)
RSO Hosted Event: Any event where your RSO is sponsoring and hosting an event. Meaning that your are in charge of coordinating logistics and planning the budget of the event
Enabling Project: Any project which will enable the success of your RSO. This is not a discrete event but all the purchases must happen in this semester and the receipts would eb returned at one point. (EG: Building a shed for storing RSO equipment or printing costs associated with an advocacy campaign lasting the entire semester)

○ RSO Hosted Event

○ Conference/Tournament

○ Project Funding

This question determines which questions are relevant to the rest of the application. Select whichever of the 3 options that best describes your event. If you are unsure, make your best guess then consult with the SAD staff. You can make edits to your application at any point up to the night before your presentation.

Conference/Tournament

Any event where your RSO or group is attending as representatives of the university (EG: off-campus basketball tournament or regional professional conference)

RSO Hosted Event

Any event where your RSO is sponsoring and hosting an event. Meaning that your are in charge of coordinating logistics and planning the budget of the event

Enabling Project

Any project which will enable the success of your RSO. This is not a discrete event but all the purchases must happen in this semester and the receipts would be returned at one point. (EG: Building a shed for storing RSO equipment or printing costs associated with an advocacy campaign lasting the entire semester)

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RSO Hosted Event Section

This section will only need to be completed if your event is an RSO Hosted event.

*Note: You can use 25Live MSU to find out what rooms are available and the capacity for a room if you don't have one.

- An RSO Hosted event is any event where your RSO is principally responsible for planning and executing the event

- The description should be a brief explanation of what the event will be (a few sentences)

- Platform the event will be held (Ex/zoom or in-person)

- The location is where it will be held (Ex/ Erikson Kiva)

- For the approximate number select the most appropriate range.

- For benefit, focus on what your event does to enhance the undergraduate Spartan Experience.

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RSO Hosted Event

PLEASE fill out all the information if you are applying for this section.

Event Description

Platform the event will be held

If in person, where will the event take place?

What precautions will be taken place for COVID if in person?

Approximately how many students will be impacted?

Please describe the benefit of your event/project

****Conference/Tournament Funding Section

This section will only need to be completed if your event is a Conference/Tournament

- An event will be considered a Conference/Tournament application if the event is not primarily planned or executed by the RSO

- The description should be a short explanation of the event

- The website should link to the website where we can find extra information about the conference/tournament

- For number of students, supply an exact count of how many student will be attending

- For the benefit, please describe how attending or participating in this event impacts Michigan State and the Spartan Experience. For off campus events, emphasize how the knowledge will be brought back and applied to the wider student population

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Conference/Tournament Funding

PLEASE fill out all the information if you are applying for this section.

Conference/Tournament Description

Website of Conference/Tournament

If in person, where will the Conference/Tournament take place

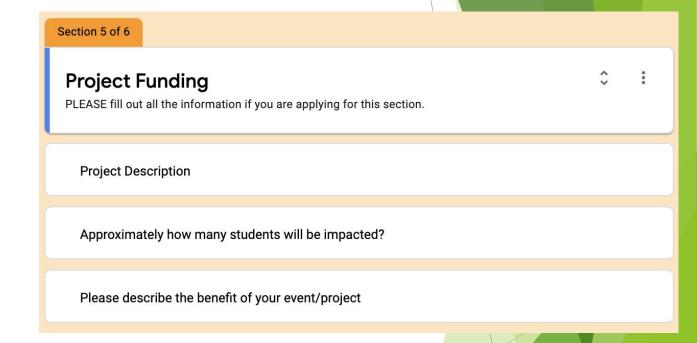What precautions will be taken place for COVID if in person?

How many Students will your RSO be bringing?

Please describe the benefit of attending this event

****Project Funding Section

This section only needs to be completed if your application is for an RSO Enabling Project.

↖ An Enabling project is anything that helps the continued success of an organization.

↖ Some examples include

  ↖ Rebuilding a storage shed for RSO Equipment

  ↖ Supplies for a competitive engineering event

↖ The benefit is important to clearly define here. Please explain the goals of the project and what the benefit is and who benefits from the project.

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Section 5 of 6

Project Funding
PLEASE fill out all the information if you are applying for this section.

Project Description

Approximately how many students will be impacted?

Please describe the benefit of your event/project

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RSO Funding: Final Section

This section is completed by all applicants

↖ The total amount requested is what you are requesting in ASMSU funding

↖ The budget document is here

↖ The budget should include a brief description of how requested funds will be spent to advance the project. Indicate whether you researched the value of budgeted items, or whether the values are estimates.

↖ Other information is the space for any information you feel is relevant and wasn't mentioned elsewhere

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Final Section

Description (optional)

Total Amount Requested *

Maximum eligibility is $4500

Short answer text

Budget *

Use the budget document found here:
https://drive.google.com/file/d/1W421qwedscHXTEwlvthTelGyUDJmpYCC/view?usp=sharing

⬆ Add file

Other information

Feel free to add any supplemental information you'd like the board to consider in this application

Long answer text

Items we can not fund:

1) T-shirts not specific for an event
2) Awards/Trophy/Plaques
3) Scholarships
4) Individual items you can take home
5) Office Supplies (Everyday expense - for 4,500 funds)

Startup Funding

Question Guide

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Startup Funding Form

▶ Benefit should describe how having your RSO on campus will enhance the spartan experience

▶ The current number of undergraduates should reflect how many students consistently come to group meetings thus far

▶ Please detail what you would use the $300 grant to accomplish and how it would improve your RSO.

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Had your organization applied for funding from ASMSU in the past? If so, please explain the occasion. *

Long answer text

How many meetings has your group conducted so far? How many members were in attendance? *

Short answer text

Does your group charge membership fees? If yes, how much? If no, do you plan to charge a membership fee in the future? *

Long answer text

Please provide a description of your intended use of ASMSU funds. *

Long answer text

How do you plan to gain the interest of the student body and promote your organization? *

Long answer text

How is your RSO being beneficial to campus or greater East Lansing or Michigan? *

Short answer text

Post-Submission

- Upon submission you will receive a confirmation email. You can use that email to access the application and make updates as necessary

- After the application is submitted the Student Allocations Department Staff will review the application to ensure that it complies with the Code of Operations. You will receive an email within 1 week with either an scheduled presentation time or a required change

- If your application is approved the Student Allocations Staff will provide more information on how to correctly be reimbursed.

- Direct any questions about the application to the RSO Assistant at rso.assistant@asmsu.msu.edu

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Presenting to SAB

- The final step before acquiring funding is to present your application to the Student Allocations Board (SAB).
  - Ten minutes to introduce your RSO, describe your event or project, and detail its budget.
  - Board members will have five minutes to ask questions related to your budget, application, or RSO.
- A sample PowerPoint presentation can be found at this link: https://asmsu.msu.edu/wp-content/uploads/2021/10/SAB-Sample-Presentation.pdf

- Direct any questions about the presentation to the RSO Consultants at rsoconsultant@asmsu.msu.edu or rsoconsultant.mgr@asmsu.msu.edu

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General Application Rules

1) Can only apply once per academic year
2) If your event is in the fall semester, you have to apply in the fall. Same for spring semester.
3) Can not receive both Startup Funding and General Funding.
4) Due to COVID-19, this year only, we are allowing organizations created in 2019-2022 apply for Startup funding

For more information about general rules and procedures, please refer to the SAB Code of Operations:
https://asmsu.msu.edu/wp-content/uploads/2019/09/2019-SAB-Code-of-Operations.pdf

Important Contacts

Vice President for Student Allocations	Harsna Chahal	vpsa@asmsu.msu.edu
Student Allocations Board Financial Manager	Vipul Adusumilli	sabfinance@asmsu.msu.edu
Registered Student Organizations Assistant	Muhammad Khan	rso.assistant@asmsu.msu.edu
RSO Consultant Manager	Piper Holly	rsoconsultant.mgr@asmsu.msu.edu
RSO Consultant	Macken Keefe	rsoconsultant@asmsu.msu.edu

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QUESTIONS?