

**Fall 2023 W. P. Carey**

**Request for Funding Guide**

Provided by: Business School Council and Advisors

## BSC Finance Committee Contact Information

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## Running Funding Summit Description

The Business School Council will be hosting a running funding summit throughout the academic year. Once a month our W. P. Carey affiliated clubs/organizations can come and request funds through this event. The goal of this new system is to offer more opportunities for our student organizations to seek funding as well as to further encourage our students to use these funds for more professional development related initiatives.

**Important to note:**

- Funds approved for a specific month must be used within that same month (**purchases to be made by the 28th of each month**), there will be no roll over of funds to the next month.
- If requesting funds for an event, submit as close to the event date as possible (ex. if you're hosting a career panel in March, request in February instead of September).
- Requests must be presented in person on dates outlined below, no reschedules, taking place immediately after the President's Meetings.
- A sign up genius will be sent following the submission of the funding request. Spots are first come, first serve.

### Funding Dates: Fall 2023

Submission Due Dates	Presentation Dates	Notification of Award Dates
September 4th, 11:59 PM	September 11, 2023	Within 48hrs of presentation date
September 25th, 11:59 PM	October 2, 2023	
October 30th, 11:59 PM	November 6, 2023	

# Requests for Funds - Guidelines

## Award Breakdown:

\$1,700 total allocated per month, \$500 request maximum per organization, per semester

## Approved Funding Requests:

1. Catering/food
  - a. Must be for a professional related event outside of general meeting time(s). Examples include: career fair, industry panels, distinguished speaker events, etc.
2. Decorations or materials for events and/or initiatives. Examples include: centerpieces, ink, etc.
3. Event rentals
4. Promotional marketing items
  - a. Allowances include: banner (retractable or standard), table cloth/ runner, name badges, and club branded polos.
  - b. Everything else not listed we encourage you to request through USG <https://www.asuusg.com/funding>.
5. Travel
  - a. Allowances include:
    - i. Students, faculty and staff
      1. Airfare
      2. Conference registration

## Restricted Requests:

- Catering/ food for general meetings or social events. Examples include: Holiday socials, etc.
- Marketing tangibles aside from ones listed above. Examples include: pens, t-shirts, hats, etc.
- Graduation cords or stoles
- Alcohol
- Speaker or student mementos/gifts (this includes gift cards)
- Food, fuel, ground transportation and lodging for any travel related events for students, faculty and staff

**Note:** Purchases from Amazon.com cannot be made and will not be reimbursed.

*\* The Business School Council Executive Board reserves the right to revise funding requirements at any time.*

## Determining Award Allocations

1. Following all presentations for a given month, the Business School Council (BSC) Finance Committee and advisors will review each funding request and materials associated and will render a decision.
2. This committee will use a scoring system which addresses:
  - a. The extent to which the applicant met funding criteria
  - b. The extent to which proposal is complete, well-documented and professional
  - c. The extent to which the request serves the betterment of the ASU, W. P. Carey, and greater community
  - d. The organization's active involvement and participation with required events set with WPC affiliation

## Notification of Awards

1. The BSC Vice President of Finance will notify the applicant(s) within 48 hours of presentations of their approval, denial or modifications of funding via the requestor's email. *Please note that the date is subject to change.*
2. If funding is awarded, the organization must confirm receipt of the award notification within **72 hours** by responding back to the email.

## Utilization of Awards

1. Once the organization confirms receipt of the award notification, the applicant must meet with W. P. Carey Student Engagement Staff (Marissa or Danny) to review how approved funds can be used and agree to the terms outlined in the meeting.
2. Applicants must carry out next steps that are detailed in the meeting and use their funds by the end of the same month in which the funds were awarded.

*\*Reimbursements are not possible unless approved by Student Engagement.\**

## Submission Process

1. [BSC Funding Request Form](#)
  - a. Google Form detailing organization details and information regarding funding proposals. Please be as detailed as possible and do not skip any of the sections.
2. Funding Proposal Presentation (**all organizations must use specific presentation format below and it must be submitted as an editable Google Slides presentation**)
  - a. *To access this presentation template & example below, use the following link and ensure to 'create a copy' of it to edit:*
  - b. [Presentation Template](#) and [Presentation Example](#)
  - c. Submit your presentation using this [form](#) by each monthly deadline (dates listed above)

*\*Incomplete applications will not be reviewed and will be returned to the requesting organizations for completion and must be done before the submission deadline\**