

ASG CAMPUS INNOVATION GRANT PROGRAM***“Get Out the Vote 2008” Application Information*****Overview**

The University of North Carolina Association of Student Governments (UNCASG) has allocated approximately \$15,000.00 this fiscal year for Get Out the Vote (GOTV) programs on constituent member campuses. Out of this total allocation, \$11,500.00 will be distributed in a competitive grant-funding process by the Association’s Committee on Government Operations & Community Services based on applications submitted by the Student Governments of participating institutions.

In order to qualify for program funding, applicant universities must follow guidelines published by the Committee on Government Operations & Community Services to facilitate an objective review of requests and to ensure an accountable use of student funds.

Executive Summary Section

The beginning section of each application shall include basic information about the program request, including the requesting institution, the amount sought, contact information and a brief summary of the program.

Each request **must** be sponsored by a voting UNCASG delegate from the requesting institution. The sponsoring delegate will be responsible for attending an interview by the Committee on Government Operations & Community Services and will be the primary point-of-contact for any questions about the program by the Committee or the Executive Officers.

In addition to a primary sponsor, each institution may also designate the Student Body Treasurer or some comparable official as a secondary contact for information about the request.

Program Details Section

Each request must include a thorough and complete description of the program/event for which funding is being requested. This section will include:

- the name of the program/event;
- the date, time and location the program will be taking place;
- any other student organizations, non-profit groups or companies who will be helping with the program or acting as co-sponsors; and
- a fully detailed description of what the program will entail.

Sponsors can submit supporting documentation (e.g. brochures, fliers, PowerPoint presentations, and so on) regarding the program as an addition to this application.

In preparing the application, sponsors should provide enough information that the Committee on Government Operations & Community Services could reasonably evaluate the program’s utility without having to ask additional questions of the sponsor.

Program Rationale and Accountability Section

The UNCASG Committee on Government Operations & Community Services will base its decisions on the potential impact each program/event will have on the requesting campus, the surrounding community, and the State of North Carolina as a whole.

The Program Rationale and Accountability section provides an opportunity for the sponsor to explain several factors that the Committee will use in determining overall funding decisions:

- Has this program been implemented in the past? If so, how successful was it?
- If this program is new, what research has been done to confirm the program will achieve the desired results?
- How have programs similar to this one been funded in the past? Are these sources of funding still available?
- What alternative funding options have been explored?
- How is this program considered a success? What quantifiable, objective standard will be established to evaluate the program's effectiveness?

In addition to responding to these questions, each application will require an estimated line-item budget of proposed income and expenditures. Estimates of expenses by specific vendors should be included as supporting documentation with this application. All line item budgets must be balanced and provide for the total expenditure of UNCASG funding received.

ALL REQUESTS THAT RECEIVE FUNDING *MUST* PROVIDE A FINANCIAL SUMMARY TO UNCASG TO VERIFY FUNDING WAS APPROPRIATELY SPENT

IN ADDITION, ALL REQUESTS THAT RECEIVE FUNDING MUST KEEP *ALL* RECEIPTS FOR RANDOM AUDIT

At the conclusion of the program/event, any unexpended funds remaining in the possession of the applicant must be refunded back to the Association. Remaining unexpended funds are determined by taking the amount given to the requesting Student Government by the Association and subtracting the amount of verified expenses on receipts provided by the Student Government to the Association.

The UNCASG Division of Finance & Administration retains the right to inspect and/or audit expenditures for programs that receive funding from the Association at any time, and will also conduct inspections/audits of randomly selected programs.

ASG CAMPUS INNOVATION GRANT PROGRAM

“Get Out the Vote 2008” Application

Executive Summary

Requesting Institution:_____ Amount Requested:_____

Sponsoring Delegate’s Name:_____

Email:_____ Phone:_____

Secondary Sponsor’s Name:_____

Email:_____ Phone:_____

Brief description of program/event:_____

Program Details

Official Event Name:_____

Date(s)/Time(s) of Program:_____

Location(s) of Program:_____

Program Sponsors (list all):_____

UNIVERSITY OF NORTH CAROLINA ASSOCIATION OF STUDENT GOVERNMENTS

37th SESSION, 2008-2009

Program Details / Description: _____

This image shows a single page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*Sponsors may submit supporting documentation (e.g. brochures, fliers, PowerPoint presentations) with this application. Additional documentation, however, may **not** be a substitute for completing this section.*

Program Rationale and Accountability

How will this program benefit your campus? The surrounding community? The state?

Has this program been implemented in the past? If so, how successful was it?

If this program is new, what research has been done to confirm it will achieve the desired results?

How have programs similar to this one been funded in the past? Are these funding sources still available? What other alternative funding options have been explored?

Please attach to this application the following items:

- line item budget for all revenues and expenditures for this event
- cost estimates from vendors for planned expenditures

**NOTE: THE ATTACHED BUDGET *MUST* BE BALANCED OR YOUR REQUEST
WILL BE AUTOMATICALLY DENIED!**

PROGRAM ACCOUNTABILITY: How is this program considered a success? What quantifiable and objective standard will be used to evaluate the program's effectiveness?

Certification and Agreement

By signing below, I certify on behalf of my delegation that the information contained in this application, as well as all attachments submitted, are true and accurate to the best of my knowledge. I further certify that this application meets the requirements for consideration, including having a balanced line item budget included in it.

In the event any funding is received by the Association for this program, I agree to ensure all funds are spent as designated in this application. I agree to provide a financial summary of all expenses for this event to the Association for its records, and at the conclusion of the program I agree to return any unused funds to the Association. I further agree to retain original copies of all receipts for inspection/audit. In the event funds received by the Association are misspent in any way, I agree to be held responsible for repaying the misspent funds.

I recognize the Association retains the right to inspect and/or audit at any time the expenditures for programs funded by it, and agree to cooperate fully in any such inspection and/or audit.

Signature: _____

Name: _____

Date: _____ Institution: _____