



## **Registered Student Organization Grant Application**

### ***Valley Nights Mission:***

To provide vibrant and fun late night weekend programs that create a sense of campus community, for a diverse group of students. This wide array of activities provides students with programming experience, leadership development, and social interactions.

### ***Grant Purpose:***

The goal of Valley Nights Student Organization Grant Fund is to assist student organizations in providing late night weekend activities to SVSU students through funding, staff assistance and event advising. The success of this initiative depends on involvement and support from the entire campus community, especially student involvement.

### ***What funds are available?***

Funds are available to cover the cost of your event. Award funds may be used for: entertainment, food, supplies, publicity, rental costs, and other ways the Valley Nights committee recommends. We ask that you research and estimate your event costs carefully. Organizations willing to contribute financially will be highly considered, however, you do not need to have funds available in order to receive this grant. Given the limited amount of funding dollars available, all efforts will be made to spread out the funds throughout the school year. The Valley Nights committee may adjust the level of requested funding upon review of the application. All applicants will be notified of any budget adjustments and have the opportunity to accept/decline the funding.

### ***Funding Criteria:***

Completed Valley Nights grant application and Blue Form must be turned in to the Student Life Center

a minimum of 4 weeks prior to your proposed event. \*As this is our first semester for the Valley Nights program, we will accept applications that are not 4 weeks out from your proposed event date, and review them to see if the event is feasible in the time allotted.

Programs must occur on Friday or Saturday evening between the hours of 9 p.m. and 2 a.m.

Sponsoring organizations are not eligible for funds more than once per semester.

Organization must submit Student Life "Blue Form" and Grant application together. Your advisor must approve (sign) both the Blue Form and grant application form.

Sponsoring organization may not make available in any way alcoholic beverages or other forms of controlled substances.

The event must be held on the campus of SVSU.

Event must be open and free to all SVSU students, and must be publicized as such.

Sponsoring organization must submit an event file, including program evaluation and final budget report within two weeks after the event.

Student organizations that meet the criteria for funding and hold a successful Valley Nights event will receive up to a \$100.00 bonus (directly for use by your organization, this bonus is in addition to Valley Nights funding your program).

***Preference will be given to groups that:***

- Have secured additional funding from other sources or are willing to contribute their own funds and resources. This includes in-kind contributes like staff time, in-house copies for advertisements, etc.
- Are collaborating with at least one other recognized student organization or campus department in sponsoring the program/activity
- Propose a program/activity that has the greatest potential to attract late night patrons/participants
- Encourages students to be involved in designing and implementing the events
- Propose an event that is cost-effective. Events that make the most productive use of funding to benefit the greatest number of participants are given priority
- Submit a quality written application, using the forms provided

***If your organization is approved for Valley Nights funding, you must:***

- Work closely with your assigned Valley Nights staff advisor and begin meeting immediately. You must communicate all aspects of the event with your advisor, including any proposed changes/additions to your original idea.
- **The Valley Nights logo must be present on all publicity.** Electronic copies of the graphic will be provided.
- Valley Nights must be recognized and listed as co-sponsor of the event on all publicity.
- All promotional materials must be approved by your assigned Valley Nights staff advisor prior to printing/publishing/posting.
- Staffing for the event must be in place prior to the event. It is the responsibility of your organization to enlist volunteers and other staff to facilitate the event. There will also be a Valley Nights staff member and Valley Nights student representatives present at your event.
- Complete a Valley Nights post-event evaluation and final budget within two weeks after the event. Include them as part of your event file.

This event file shall include:

- A one page summary report of the event, including challenges, successes, estimated attendance numbers, and any other pertinent information.
- Copy of finalized event budget indicating Valley Nights and other funds used.
- Copies of all advertisements used for the event.
- All paperwork from event and contact information

***How will my organization receive our funding award?***

For actual event costs, your organization will work VERY closely with an assigned Valley Nights staff advisor to ensure that all approved costs are covered and payments made. If your event is executed successfully, you will be eligible for up to a \$100 bonus for your organization. Your organization can receive the bonus money in one of two ways: budget transfer or check.

- **Budget Transfer:** This is the easiest and quickest method of payment, but can only be done if you are working with a recognized University department. You must provide the necessary information (organization, fund, and account) to which we can have the funds sent.
- **Check:** If you are unable to use budget transfers, you will most likely need to have a check cut
  1. Provide the individual or organization name to whom the check will be made out
  2. Provide the organization's tax ID (or EIN number) or individual's Social Security Number.
  3. Provide a valid permanent address for that individual or group.

# Valley Nights RSO Grant Application

Sponsoring Student Organization \_\_\_\_\_

Contact name \_\_\_\_\_ Local phone \_\_\_\_\_

Local address \_\_\_\_\_ SVSU E-mail \_\_\_\_\_

RSO Advisor name \_\_\_\_\_ RSO Advisor phone \_\_\_\_\_

RSO Advisor Signature \_\_\_\_\_

Event Title \_\_\_\_\_

Proposed event  
day/date/time \_\_\_\_\_

Alternate day/dates: \_\_\_\_\_

Anticipated number of participants \_\_\_\_\_

Location \_\_\_\_\_

Address of program location \_\_\_\_\_

Type of Program:    \_\_\_ Social    \_\_\_ Recreational    \_\_\_ Educational    \_\_\_ Service

Other, explain: \_\_\_\_\_

\_\_\_\_\_

Resources/speaker/entertainment \_\_\_\_\_

\_\_\_\_\_

Additional publicity & creative endeavors planned:

\_\_\_\_\_

\_\_\_\_\_

Committees (Please list the names of your organization members who will help with each of the following):

Planning:

Marketing/Promotions:

Event Set Up/Staffing/Tear Down:

**Please attach a one page description of your event. Be sure to include all aspects of the program.**

### LINE ITEM BUDGET

ITEMS LIST	VALLEY NIGHTS FUNDS REQUESTED	OTHER FUNDS	COMBINED TOTAL
<b>Supplies</b>			
a. Office supplies			
b. Educational materials			
c. Decorations			
d. Prizes			
e. Other supplies			
<b>Promotion</b>			
a. Valley Vanguard Ad?			
b. Printing			
c. Other Advertising			
<b>Physical Facilities</b>			
a. Rental of space			
b. Rental of equipment			
c. Other (electric, sound, etc.)			
<b>Entertainment</b>			
a. Bands			
b. DJ			
c. Other artist/entertainment			
d. Instructors			
<b>Food</b>			
a. Aramark/Campus Dining			
b. Other (must be approved by and arranged w/Valley Nights)			
<b>TOTAL BUDGET</b>			

Please submit completed application, along with your Blue Form, to the Student Life Center:

Doan 105

Saginaw Valley State University

Questions? Please call 989-964-4170