



*Giving YOU the Opportunity to Program for YOUR Campus*  
**HMU Programming Grant Application**  
**2007-2008**

### **PURPOSE**

The primary purpose of the Programming Grants is to enhance student social and cultural life at Bemidji State University by providing supplemental financial support to programs (activities/special events) that offer creative and innovative opportunities for students.

### **ELIGIBILITY**

Programming Grants are available to student groups officially registered at Bemidji State University as well as unofficially organized groups of students interested in planning **social and cultural** programs.

### **EVALUATION CRITERIA**

- Primary focus of the program is to enhance the social and cultural life for Bemidji State University students.
- Program is open to all Bemidji State University students, faculty and staff.
- Preference for programs that are scheduled on nights and on weekends.
- Preference for programs that take place in the Hobson Union.
- Preference for programs which address the signature themes of the university
- Programs are non-alcoholic in nature.
- Quality of application (clear, detailed, well-written).
- Evidence of sound financial planning and a realistic marketing plan.
- Preference given to groups and organizations that collaborate on the program.
- Program is carefully thought out and well planned.

### **GUIDELINES**

- Creativity and innovation must be shown through bringing new types of programming to BSU's campus.
- Grants will be awarded only to programs to which all persons have equal access without regard to race, color, national origin, religion, sex, age, ability, or sexual orientation.
- Applications must be submitted **at least** 14 days prior to your program. No funding will be given to programs held prior to review of application.
- A reasonable and realistic budgeting process must be in place for the program.
- All groups must have a faculty/staff program advisor.
- In general, grant awards will not support full funding of any program. Applicants must demonstrate efforts to secure funding beyond this grant program. Exceptions can be made to this on a case-by-case basis.
- Programming Grants do not fund programs in which there is an intent to make a profit (i.e., charging excess admission fees).
- Programming Grants do not fund programs in which money is donated to charitable causes or individual organizations (i.e., fundraisers, sorority philanthropy, etc.).
- Funded programs must acknowledge *Hobson Memorial Union* in all advertising and publications for the program.

### **APPLICATION DUE DATES**

Fall:	Spring:
Monday, Sept. 17	Monday, Jan. 28
Monday, Oct. 1	Monday, Feb. 11
Monday, Oct. 15	Monday, Feb. 25
Monday, Oct. 29	Monday, Mar. 17
Monday, Nov. 12	Monday, Mar. 31
Monday, Nov. 26	Monday, Apr. 14

All applicants *may be required* to meet with the Union Director prior to review of application by the selection committee. Notification of funding approval will be one week after the closest application deadline.

Applications must be turned in to the Hobson Union Information Desk by **5:00pm on the application deadline**. Applications and any questions may be directed to the Hobson Union at 755-3760 or [bsuclubandorg@bemidjistate.edu](mailto:bsuclubandorg@bemidjistate.edu)



APPLICATION FOR HMU PROGRAMMING GRANT  
2007-2008

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- Applications must be turned in to the Hobson Union Information Desk by **5:00 p.m. on the appropriate application deadline.**
  - You may complete this application on a separate sheet; however, be sure to answer ALL questions or your application may not be considered.

**CONTACT INFORMATION** (Please type or print)

Name of student organization: \_\_\_\_\_  
(If officially registered with HMU)

Name of contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Faculty/Staff program advisor: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROGRAM INFORMATION**

Name of proposed program: \_\_\_\_\_

Date/time of program: \_\_\_\_\_

Location of program: \_\_\_\_\_

Anticipated # of participants: \_\_\_\_\_

Total amount of funding requested: \_\_\_\_\_

When would funding be needed? \_\_\_\_\_



**PLEASE COMPLETE THE FOLLOWING BUDGET INFORMATION**  
(or attach separate document)

<u>EXPENSE</u>	<u>DESCRIPTION</u>	<u>AMOUNT REQUESTED</u>	<u>INCOME SOURCES</u>	
Facilities rental	_____	\$ _____	Admission fees	\$ _____
Food	_____	\$ _____	Co-sponsors (please list):	
Publicity	_____	\$ _____	_____	\$ _____
Honorariums	_____	\$ _____	_____	\$ _____
Supplies	_____	\$ _____	_____	\$ _____
Technical support	_____	\$ _____	<b>HMU Grant Request:</b>	\$ _____
Transportation	_____	\$ _____	Other income:	
Other	_____	\$ _____	_____	\$ _____
<b>EXPENSE TOTAL:</b>		<b>\$ _____</b>	<b>INCOME TOTAL</b>	<b>\$ _____</b>

**\*If expenses do not equal income, please explain on a separate page.**

\*Staff use only. Do not write below this line.

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\_\_\_\_\_ Denied Reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Approved \$ \_\_\_\_\_ awarded

Specifications: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluation Sent \_\_\_\_\_ Evaluation Received \_\_\_\_\_