



Giving YOU the Opportunity to Program for YOUR Campus
HMU Programming Grant Application
2006-2007

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. 18	Monday, Jan. 29
Monday, Oct. 2	Monday, Feb. 12
Monday, Oct. 16	Monday, Feb. 26
Monday, Oct. 30	Monday, Mar. 19
Monday, Nov. 13	Monday, Mar. 26
Monday, Nov. 27	Monday, Apr. 2
	Monday, Apr. 16

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



Sample

APPLICATION FOR HMU PROGRAMMING GRANT 2006-2007

- 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: Pez Enthusiasts
(If officially registered with HMU)

Name of contact person: Jack Sparrow

Address: 222 Black Pearl Way Bemidj, MN 56601

Phone #: 555-4567 E-mail: luke.sky.walker@st.bemijistate.edu

Faculty/Staff program advisor: Dr. Harry Potter

Phone #: x0000 E-mail: hpotter@bemidjstate.edu

PROGRAM INFORMATION

Name of proposed program: Multicultural Holiday Festival

Date/time of program: November 11, 2006 4:00pm - 9:00pm

Location of program: Beaux Arts Ballroom

Anticipated # of participants: 500

Total amount of funding requested: \$250.00

When would funding be needed? October 15th, 2006

PLEASE ANSWER THE FOLLOWING QUESTIONS REGARDING THE PROPOSED PROGRAM

(If additional space is needed, attach a separate piece of paper.)

1. Please give a detailed description of the program.

Booths from around the world would be showcased to educate people on different religious and cultural holidays and their origin. The people working the booths would explain traditions that go with the holiday and serve food that is also associated with it. People will also be dressed in traditional garments that are indigenous to the culture.

2. What steps are you taking to ensure a successful program? (i.e., advertising, etc.)

Posters advertising the event will be hung up all over town so as to invite the entire community, as well as on campus. There will be an on-air ad on FM 90 and displayed on the ATC's monitor located in Deputy. There will be student run tables in the Lower Union and in Wally's to explain to students, staff and faculty what the event is. Since admission for the event will cost \$5.00, we will also be offering a drawing for ten tickets. People will be able to sign up for the drawing by stopping by the tables and filling out a draw slip.

3. Describe how your program will enhance student social or cultural life on campus.

This event will enhance cultural life on campus by educating student, staff, faculty, and community members on holidays that are celebrated from around the world. It will offer knowledge and insight to other cultures and religions that others may have never known of.

4. Please indicate which area of funding this request is being made for:

- Programs that are scheduled on nights and on weekends.
- Programs that take place in the Hobson Union.
- Programs which address the signature themes of the university
 1. Civic Engagement
 2. Global and Multicultural Citizenship
 3. Environmental Stewardship

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	\$ <u>5 x 500= 2,500</u>
Food	<u>Various Items</u>	\$ <u>2,000</u>	Co-sponsors (please list):	
Publicity	<u>Posters/table tents</u>	\$ <u>300</u>	<u>Int'l Student Org</u>	\$ <u>350</u>
Honorariums	<u>MC and DJ</u>	\$ <u>500</u>	_____	\$ _____
Supplies	<u>Plates, cups, utensils</u>	\$ <u>300</u>	_____	\$ _____
Technical support	_____	\$ _____	HMU Grant Request:	\$ <u>250</u>
Transportation	_____	\$ _____	Other income:	
Other	<u>Decorations</u>	\$ <u>500</u>	<u>HUPB Grant</u>	\$ <u>500</u>
EXPENSE TOTAL:		\$ <u>3,600</u>	INCOME TOTAL	\$ <u>3,600</u>

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

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

_____ Denied Reason: _____

_____ Approved \$ _____ awarded
 Specifications: _____

Evaluation Sent _____ Evaluation Received _____