

# Programming Funding Application

## Greek Programming Board

### Application Deadlines

#### **Fall Semester Events (2022)**

Priority Deadline: September 9  
Secondary Deadline: October 2

#### **Spring Semester Events (2023)**

Priority Deadline: January 25  
Secondary Deadline: February 15

Only registered student organizations whose presidents, treasurers and advisors have completed their respective training sessions, who are in good financial standing with the Ohio Union (i.e. active organizations), and who are in good standing with Sorority and Fraternity Life may receive Greek Programming Board (GPB) Programming Funding. Chapters may apply to receive programming funds each semester from a lump sum of \$2,000. Programming funds are to be used to host a program or event that is open to the Greek Community to attend, OR for an approved third-party program that falls into the categories of leadership, scholarship, service, or education. These funds will be distributed via internal order or check reimbursement only, after the submission of an eRequest by the Greek Programming Board. Please note that any off-campus events will be refunded pending administrative approval of Sorority and Fraternity Life (SFL) and the Programming Funding Advisory Committee (PFAC).

### **Programming Funding Advisory Committee:**

- The PFAC will be comprised of:
  - ◆ The four GPB Delegates (one for each council, respectively); if a delegate is unavailable or the position is unfilled, the Treasurer of the respective council is invited to attend in the delegate's place
  - ◆ One GPB Director
  - ◆ Three SFL Staff Members:
    - Coordinator of Chapter Services (Advisor to Greek Programming Board)
    - SFL Associate Director
    - SFL Director
  - ◆ Ohio Union Fiscal Officer
- PFAC will review all applications to ensure they meet the requirements of funding
- If there is an abundance of applicants, the committee will have the discretion to decide where the funding shall be allocated

- PFAC will alert the GPB President of the chosen applicants
- A GPB director will alert all applicants if they have received funding or not within a week of the PFAC's decision

The following table highlights fundable and non-fundable expenses for programming funding. Any funding of events involving political or religious figures will be up to the discretion of PFAC. Chapters are permitted to combine funding from multiple sources (i.e., CSA, USG), assuming that there is no overlap in the funded items. Chapters are also permitted to use the programming funding on a program that generates donations, at the discretion of the other funding guidelines and PFAC. **Any items prohibited by state law and/or university policy will not be purchased or funded.**

Budget Category	Fundable	Non-Fundable
Speaker Costs	External travel costs, speaking fee, gift less than \$100 in monetary value, OSU personnel/faculty speaking on a topic unrelated to OSU position or research ( <u>A bio of intended speaker should be attached to application</u> )	OSU personnel/faculty/students for services rendered if they are included within the services for which they are employed by the University  Political and religious speakers require supplemental documentation and reasoning as to why the event is educational and open to the whole community
Entertainment	Professional DJ, artist, rental of licensed copy of film or other entertainment media	Rental costs for non-licensed copies of films
OSU Physical Facilities	Costs of setup and cleanup at OSU-owned facilities, non-refundable rain site deposits	Costs of non-OSU owned facilities (refundable upon approval of SFL; approval is <u>not guaranteed</u> )
Personnel	Costs associated with providing uniformed or plain-clothes officers, EMS/Fire prevention officers, catering/event staff, or referees/officials as programming demands	
Equipment Rental	Rental of equipment not available for free <u>from the university</u>	Purchase of costumes, equipment, or electronics
Consumable Supplies	Costs associated with consumable supplies not available for free from the university including but not limited to flowers, decorations, <u>printing</u> tickets for a program	Purchase of tickets for a program
Food and Beverage	Costs associated with providing food at a program	Must be in accordance with the Coca-Cola contract**; alcohol is excluded
Publicity	Costs associated with publicizing a program, including but not limited to flyers, posters, advertising in local media	
Take-Aways	Costs associated with supplies for an item produced at a program, or received during or at the conclusion of a program	Plaques, prizes, door prizes, auction items
Service Travel	Transportation and lodging expenses associated with an approved third-party program that falls into the categories of leadership, scholarship, or education	

\*\* The University can provide free Coca-Cola beverages for student organization events through the beverage donation program found here: <https://studentlife.osu.edu/about/resources-and-policies/coca-cola-beverage-donations>

## **Programming Funding Deadlines:**

- Send your completed application to [pappas.276@buckeyemail.osu.edu](mailto:pappas.276@buckeyemail.osu.edu)
- For events occurring in the fall semester:
  - Priority Deadline: September 9
  - Regular Deadline: October 2
- For events occurring in the spring semester:
  - Priority Deadline: January 25
  - Regular deadline: February 15
- *Funding will not be provided for the summer semester*

# Programming Funding Application

## Greek Programming Board

If you have any questions or need additional assistance, please contact the current Greek Programming Board Senior Director of Sponsorships and Operations at [pappas.276@buckeyemail.osu.edu](mailto:pappas.276@buckeyemail.osu.edu)

### **Application Deadline**

#### **Autumn Semester**

- Priority Deadline: September 9<sup>th</sup>, 2022
- Regular Deadline: October 1<sup>st</sup>, 2022

#### **Spring Semester**

- Priority Deadline: January 25<sup>th</sup>, 2022
- Regular Deadline: February 18<sup>th</sup>, 2022

**Amount Requested:**

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*Applicant Information*

**Organization:**

**Primary Contact Name:**

**Primary Contact Position:**

**Primary Contact Phone:**

**Primary Contact Email:**

**Alternate Contact Name:**

**Alternate Contact Position:**

**Alternate Contact Phone:**

**Alternate Contact Email:**

**Summary of Program:** *Provide a brief summary of program (max. 500 words). Please attach a bio of your intended speaker if applying for Speaker Costs (not included in word count).*

**Program Objectives:** *Briefly describe the program objectives in regards to how they will address leadership, education, service, and/or scholarship (max. 500 words)*

**Program Logistics:** *Briefly describe when and where the program will be, who will be involved, who will benefit and/or participate, if the program will be open or closed (i.e., open to Greeks, open to OSU, closed, etc.), and any other information you believe to be important or of use*

**Program Budget Information:** *Specify what budget category the program funding falls into, and how the programming funding will be used. Please fill out the table and feel free to add an additional explanation below if necessary*

<b>Budget Category</b>	<b>Amount</b>	<b>Reasoning</b>
Speaker Costs		
Entertainment		
OSU Physical Facilities		
Personnel		
Equipment Rental		
Consumable Supplies		
Food and Beverage		
Publicity		
Take-Aways		
Service Travel		
Other		
<b>Total Amount</b>		

### ***Applicant Declaration***

To complete your application, please check the boxes below to ensure that you understand and agree with all of the following

	I have carefully read and understand the eligibility criteria for this program as described in the application guidelines, and I confirm that the student organization I represent meets these criteria.
	I understand that the organization I represent is not eligible to receive funding again until the following semester.
	I accept the conditions of this program and agree to accept the decision of the Programming Funding Advisory Committee.
	I confirm that to the best of my knowledge the statements in this application are complete and accurate
	I have printed and/or downloaded a copy of my organization's completed application.
	If selected for programming funding, I will provide any requested receipts for auditing purposes, as well as applicable information regarding other funding. I understand that only receipts and invoices marked as paid will be accepted, not Cash App/Venmo/PayPal screenshots.
	If selected for programming funding, I will obtain the approval of GPB's VP of Marketing on any promotional materials for the program and include the GPB logo on said materials.
Name of Representative	Position of Representative
Signature of Representative	Date

Please send your complete application to [pappas.276@buckeyemail.osu.edu](mailto:pappas.276@buckeyemail.osu.edu)