



Block 1

Program Funding Application

Application Deadlines

Autumn 2023

Priority Programming deadline for fall: September 8

Regular deadline for fall: October 6

Travel Deadline: November 1

Spring 2024

Priority Programming Deadline for Spring: February 2

Regular deadline for spring: February 23

Travel Deadline April 1

For Funding Questions, please email Kacie Pappas.276@osu.edu

Funding Guidelines

- 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.
- 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 OSU order or check reimbursement only after the submission of an application by the Greek Programming Board.
 - Only Ohio State University vendors (Ohio Union, Catering, etc.) can be paid directly by GPB. All other payments are reimbursements given to the organization after the event or program has occurred.
 - No cash advances will be provided
- 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 (PFAC):

- 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:
 - Assistant Director of Chapter Services (Advisor to Greek Programming Board)
 - SFL Associate 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

Fundable/Non-Fundable List

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-
Speaker Cost	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 (A bio of the intended speaker	OSU personnel services rendered within the service employed by the religious speaker documentation a

	should be attached to the application)	the event is educational whole
Entertainment	Professional DJ, artist, rental of a licensed copy of the film or other entertainment media	Rental costs for r
OSU Physical Facility Costs	Costs of setup and cleanup at OSU-owned facilities, non-refundable rain site deposits	Costs of non-refundable (refundable upon approval is
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 from the university	Purchase of cost-effective ele
Consumable Supplies	Costs associated with consumable supplies not available for free from the university, including but not limited to flowers,	Purchase of ticket

	decorations, printing tickets for a program	
Food and Beverage	Costs associated with providing food at a program	Must be in accor Cola contract*
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, dc
Service Travel	Transportation, registration and lodging expenses associated with an approved third-party program that falls into the categories of leadership, scholarship, or education	

Chapter Information

Organization Name

Total Amount Being Requested

You will be asked for a more detailed budget later in this form. Just give us the estimated total.

Primary contact name:

Primary Contact Leadership Role

Primary Contact Phone Number

Primary Contact Email

Secondary Contact Name:

Secondary Contact Leadership Role:

Secondary Contact Phone Number:

Secondary Contact Email:

Funding Type

Which are you requesting fund for?

- Program/Event Hosted by the Chapter
- Travel to a Leadership Conference, Convention, or Development Opportunity

Program Information

Program Title:

Program Date

Program Location

Is your organization co-hosting this event with other organizations? If so, please list them below

Who can come to the program?

- Only members of the chapter(s) planning the program (Closed Event)
- Open to only SFL students
- Open to all students
- Open to student and the local community

Estimated number of people to participate

Brief summary of the program:

Share the who, what, and why of the program.

How will this program address one or more of the areas of leadership, education, service, and/or scholarship?

Program Budget Info

How much money has your organization budgeted for this program?

Is your organization applying for other funding opportunities at Ohio State or other through your national organization? If yes which ones?

The list of Student Org Funding Opportunities Are Here: https://activities.osu.edu/involvement/student_organizations/funding/

Budget Breakdown

Please be as detailed as possible, If line item is not relevant put \$0.00

Example:

Space/Facility Rental: \$1,200.00 = Ohio Union Performance Hall

Entertainment: \$300.00 = DJ Costs

Equipment: \$600.00 = Stage Rental, \$150.00 Event T-Shirts for Volunteers

Food/Beverage: \$200.0 = Dasani Water Bottles

Marketing: \$0.00

Take-Aways/Give-Aways: \$100 = 50 Waterbottles with the organization logo on it

Other: 0

Estimated TOTAL: \$2,550

Space/Facility Rental

Speaker/Performer Costs

Entertainment (DJs, etc)

Equipment

Food/Beverage

Marketing/Marketing
Materials

Consumable supplies

Take-aways/Give Aways

Other: Please explain

TOTAL COST

Leadership Conference Information

Leadership Conference Title:

Ex. LeaderShape, Alpha Alpha Alpha National Convention, etc.

Date(s) of the Conference

Number of People Attending

Why this leadership opportunity? By attending this conference, our organization hopes to accomplish...

How much money has your organization budgeted for this experience?

Is your organization applying for other funding opportunities at Ohio State or other through your national organization? If yes which ones?

The list of Student Org Funding Opportunities Are Here: https://activities.osu.edu/involvement/student_organizations/funding/

Budget Breakdown

Please be as detailed as possible

Example:

Registration: \$800.00= \$200 Each x 4 people

Lodging/Hotel: \$600.00= \$150 a night x 2 Rooms x 2 Nights

Other: 0

TOTAL: \$1,400

Registration Costs	<input type="text"/>
Lodging/Hotel	<input type="text"/>
Air/Ground Transportation	<input type="text"/>
Other	<input type="text"/>
TOTAL COST	<input type="text"/>

Application Declaration

Applicant Declaration

To complete your application, please initial 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

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 Senior Director of Marketing on any promotional materials for the program and include the GPB logo on said materials.

Digital Signature

Click the Next Button to Submit this Form

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