



Cultural Programming Allocations and Council Funding Policies and Procedures

Guidelines for submitting a request:

1. All events in need of funding must benefit the entire campus community. No requests will be heard that are only open to members of the organization.
2. To receive full funding for an event, the event must be completely free and open to the public. Philanthropy events or fundraisers are typically not funded by the Cultural Appropriations Committee, but are referred to the General Assembly.
3. If an event charges money to enter the event is not eligible to receive funding. If an event charges money for specific things, such as food, then the food will not be eligible to receive money while other aspects, such as free music, would be eligible.
4. If the event charges money for any aspects, then any UPO packages will only be funded for up to 50% of their total cost. No other UPO options will be funded other than 50% of any one package.
5. Requests must be submitted by a registered student who holds membership in the organization.

How to submit a request:

1. Requests must be submitted at least **six weeks** prior to the day of the event that needs funding to ensure adequate time for processing.
2. Requests must be submitted by a registered student who holds membership in the organization.
 - a. Request will only be heard from students who are active on the current membership roster.
3. Fill out the form located on each organization STUEY page (dollar sign button) using Grand Valley budget codes found at the Office of Student Life at least six weeks prior to the next Cultural Programming Council meeting.
 - a. Requests of less than fifteen percent of the current year's Cultural Programming Council budget will be heard weekly at the Cultural Programming Appropriations Committee meeting.
 - b. Each semester the Assistant Director for Student Life, responsible for the Cultural Programming Council, will schedule a weekly meeting time for the Cultural Appropriations Committee.



4. Requests over fifteen percent of the current year's Cultural Programming Council budget will be heard by the Cultural Appropriations Committee, who will provide a recommendation to the general assembly.
 - a. The General Assembly may accept the recommendation or make alterations.
 - b. The Cultural Appropriations Committee may recommend the request is referred to the Senate Reserve Request Allocations Committee.
5. General assembly meetings are held on the third Friday of each month at noon.
6. When you submit a request, you will have the option to present your request or appoint someone from your organization to present your request for you. Presentations will last five minutes and can be done at both an appropriations meeting and a general assembly meeting. If a longer amount of time is needed for a presentation, the presenter may ask the chair of the meeting for extended time. After the presentation has ended, there will be 15 minutes for question and answer followed by a vote. It takes a majority vote (50% plus one) to pass a request.

After Submitting a Request:

1. After you have received money for your event, it is your responsibility to set up a meeting with the Assistant Director, or their designee, responsible for the Cultural Programming Council to discuss the disbursement of funds. A meeting can be set up by stopping by the Office of Student Life front desk at 1110 Kirkhof Center, or by calling 331-2345.
2. All publicity for the event, whether done through UPO or another party, must follow all university guidelines and must have the phrase "Funded by Cultural Appropriations Committee as allocated by the Student Life Fund."
3. The event must be submitted for entry on the campus event calendar by following the instructions online. Submissions may be made at www.gvsu.edu/events.
4. All money must be spent within guidelines set by the Grand Valley State University budget codes.
5. All reimbursements must be handled by going to the Office of Student Life and following their procedures. For questions regarding reimbursement, contact the Office of Student Life front desk by calling 331-2345, e-mailing slosm@gvsu.edu, or stopping by 1110 Kirkhof Center.
6. After the funded event is over, an event assessment form **must** be filled out. Event assessment forms can be found on the Office of Student Life website at www.gvsu.edu/studentlife. Failure to fill out event assessments may impact future funding or events.



7. Event assessment forms must be filled out in order to receive any reimbursements. Failure to submit an event assessment will result in the organization being ineligible for continued funding.

Cultural Allocations Committee Selection:

1. The Cultural Allocations Committee shall be comprised of
 - a. Five student voting members representing cultural organizations
 - b. Student Senate Finance Committee liaison (Non-voting Member)
 - c. Assistant Director of Student Life (Non-voting Member)
 - d. Programming Staff Assistant (Non-Voting Member, serves as Secretary)
2. Applications will be available in November of each year for the five student members. Appointments to the Cultural Program Allocations shall serve a term of January – December. The requirements of the Student Members are:
 - a. Must hold membership in a Cultural Organization that is in good standing,
 - b. Must have a 2.5 Cumulative Grade Point Average,
 - c. No more than one voting student member may serve on the committee from the same organization.
3. Applications will be reviewed by the Assistant Director of Student Life and the Student Senate Finance Committee liaison. After you have received money for your event, it is your responsibility to set up a meeting with the Assistant Director, or their designee, responsible for the Cultural Programming Council to discuss the disbursement of funds. A meeting can be set up by stopping by the Office of Student Life front desk at 1110 Kirkhof Center, or by calling 331-2345.

The Cultural Programming Council receives money each year from the Student Life Fund, which is allocated by Student Senate. All money received from the Student Life Fund is subject to strict spending and allocation guidelines set by the Student Senate that the Cultural Programming Council must adhere to.

For any other questions that you may have regarding funding procedures of money allocated by the Student Life Fund, please contact Tom Coy at coyt@gvsu.edu or review the funding policies and procedures outlined on the Student Life website.



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