

FSBIT
(For Small But Important Things)
Award Guidelines 2009-2010

Purpose

The purpose of FSBIT is to provide limited, one-time financial support to recognized student organizations pursuing worthy projects *for which there are no other funds*.

Coordination

Purdue alumni, through their generous giving, have established the FSBIT fund. While funds are provided by the Purdue Alumni Association, awards are approved and administered by the Office of the Vice President for Student Services.

Funding Availability

Relatively small awards are viewed most favorably, since a greater number of student organization projects can be assisted. The maximum award is \$500.

Eligibility

Proposals may be submitted by student organizations recognized by the Office of the Dean of Students. Funding may only be awarded for the same event or activity once. An organization may only receive one FSBIT award per academic year.

Applications

The student organization shall submit a completed application addressing each of the five criteria listed below and a detailed budget (see attached); **applications must be signed by both the student organization's president and advisor.** A current Business Office for Student Organizations (BOSO) financial report for the organization must be attached to the proposal (or sent under separate cover).

Selection criteria

Preference will be given to well-defined projects that meet the following criteria:

1. Other sources of support must have been explored and unavailable before the project will be considered for funding. *Matching support from the sponsoring organization will be viewed as an important criterion; evidence of fundraising efforts on behalf of the student organization is especially important.*
2. **The student organization has not obtained FSBIT funding for this event or activity in the past. The organization has not obtained funding from FSBIT for any other event or activity this academic year.**
3. The *potential value to the university community* should be demonstrated in the proposal.
4. The proposed project should *benefit as many students as possible*. Projects which benefit individuals or small groups (officers, a small team, etc.) normally will not be funded. *FSBIT awards are not to be used for the purchase of equipment.*
5. The proposed project must be likely to achieve the goals stated by the sponsoring organization. *If the project is not completed and documented within 30 days of the proposed project date(s), awarded funds shall be returned to the Purdue Alumni Association.*

Procedures for Submitting Proposals

Applications are to be made on the attached form with a one-page attachment if necessary (in addition to the BOSO financial statement for your organization). **Proposals for funding an activity or event that has taken place prior to review by the Board will not be considered.** Organizations should submit proposals for events that occur **after** the next regularly scheduled FSBIT board meeting. Please submit proposals to the *FSBIT Board, Office of the Vice President for Student Services, Room 204, Schleman Hall* **by the due date** listed below (see left-hand column) in order to be reviewed at the next regularly scheduled FSBIT meeting (see right-hand column). Materials will be sent to the FSBIT board members prior to the scheduled meetings. If no proposals have been received by the due date, the Office of the Vice President for Student Services will cancel the meeting. The schedule for 2009-10 is as follows:

Proposal Due Dates (5 p.m.)

September 18, 2009
October 16, 2009
November 13, 2009
December 11, 2009
January 15, 2010
February 12, 2010
March 19, 2010
April 16, 2010

FSBIT Board Meetings (1:30 p.m.)

September 24, 2009
October 22, 2009
November 19, 2009
December 17, 2009
January 21, 2010*
February 18, 2010
March 25, 2010
April 22, 2010

**Spring dates are subject to change.*

Proposal Review

The proposals will be reviewed and grants awarded by the FSBIT board, an eleven-member student advisory board. All requests are presented to this board for recommendations regarding the awarding of a grant and are judged against the five criteria listed on page one. The student organization president, or designee of the student organization, shall attend the meeting to give brief highlights of the proposal and answer questions posed by the board.

Award Distribution

The FSBIT decision can be obtained soon after the meeting by calling Michelle Davis, FSBIT Chair, at 49-41629. Awards will normally be directly deposited into the organization's account by the Business Office of Student Organizations (Room 213, SCHL) approximately five to ten working days after the meeting. The student organization will receive a pink deposit slip to verify that the FSBIT award has been deposited into the organization's account.

BUDGET FOR THE PROJECT/EVENT

Income (e.g., fundraisers, membership dues, attendance/entry fees, academic college/school/departmental support, corporate donations, other student organizations, etc.):

Expenses (i.e., publicity, printing and mailing charges, AV equipment, room charge, honoraria, transportation, lodging, registration fees, etc.):

Do you have membership dues? _____ Amount per semester: _____

Amount requested from FSBIT: _____

Signature of President Date

Signature of Advisor Date