

Funding Requests

RSOs may request Student Activity Funding (SAF) through a Semester Budget Request (SBR) or SPOT Funding Request. SAF funded events have a number of requirements and restrictions. Details on filling out funding requests are covered in the Treasury Training Workshops, but additional help is available throughout the year in the Office of Student Activities & Greek Affairs or during Allocations Committee office hours.

All SAF requests must meet the following eligibility criteria:

- The event or program must be planned primarily for Loyola University Chicago undergraduate students and be open to the general University community.
- The request is appropriate based on the mission and goals of the organization.
- The SBR or SPOT request is submitted to the Allocations Committee by applicable deadlines, using the appropriate official forms and proper procedures.
- An undergraduate organization member (preferably the listed contact person) may request to attend an Allocations Committee Hearing. The representative should be prepared to speak about the event and answer questions regarding the funding request.
- The event must fall between the first day of class and the last day of class during the semester. **No funding is available for events over breaks, holidays, or finals** (see University calendar).

For additional information, including funding policies and deadlines, visit www.luc.edu/saga

Required 1. Name of Activity (ID: 449207)

Required 2. Anticipated Date/Time of Event (ID: 186947)

Required 3. Anticipated Activity Location (ID: 186946)

Required 4. Anticipated # of Attendees (ID: 449208)

Required 5. Activity Description (ID: 556177)

Required 6. Is this event/program hoping to utilize The Green Initiative Fund (TGIF)? (ID: 2844063)

The Green Initiative Fund (TGIF) primarily promotes projects that expand environmental and global consciousness as well as impact sustainable behaviors on campus.

Yes

No

Required 7. How does this activity advance the mission of your organization and benefit Loyola? If you have requested the use of TGIF, how does this event/program support its mission? (ID: 186945)

Required 8. How are you advertising for this activity? (ID: 186939)

If you are requesting funds for advertising, please include information about how those funds will be used.

Required 9. Is your organization pursuing other funding sources in support of this activity? If yes, list the sources. If no, write N/A. (ID: 186941)

Required 10. Are any organizations/departments co-sponsoring this activity? If yes, which organizations/departments are co-sponsoring. If no, write N/A. (ID: 186942)

Please include the name and email of the co-sponsoring organization contact.

Required 11. Has this activity been held in the past? If yes, please describe the previous activity highlighting what worked well and what did not. If no, write N/A. (ID: 186943)

Required 12. Does your event plan include a guest speaker, presenter, panelist, performer, or DJ? If so, please upload the Talent Information Form. (ID: 1732875)

The Talent Information Form can be found here:
<https://orgsync.com/10580/files/819658/show>

- My event plan includes a guest of this nature, and the Talent Information Form is included on this request
- My event plan does not include a guest speaker, presenter, panelist, performer, or DJ

Required 13. Would you like to request an Allocations hearing for your program? (ID: 576762)

Allocations hearings are optional. If you select not attend a hearing, a funding determination will be made based on your funding application.

- Yes
- No