

St. Paul Board of Colleges
Small Grant Application Guidelines

Please read the following information carefully. You and/or your organization are responsible for reviewing and understanding the criteria by which SPBOC makes its awards. Failure to abide by these guidelines will result in denial of your organization's request.

ELIGIBILITY REQUIREMENTS

1. Student organizations must be registered with the Student Activities Office.
2. Individual undergraduate/graduate students must be full-time (13 credits for undergraduate students and 6 credits for graduate students) U of MN students, in good academic standing.
3. Any program funded must be educational, cultural, or social in nature.
4. SPBOC encourages funds to be used for programming of interest or a benefit to as wide as possible a spectrum of University students, since all grant money comes from student services fees.
5. If an entrance fee is charged, your event must be open to University students at a reduced rate.
6. Organizations can receive up to \$1000 during an academic year.
7. The grant money must be used in the academic year in which it was awarded.
8. Individual professional development grants for up to \$200 to support activities such as: attendance/presentation at local, regional, or national conferences or discipline-related meetings.
9. Organizations must have returned the completed *Audit and Evaluation forms* from past Small Grant funding.
10. Applications must provide complete information to be considered, and will be evaluated on specificity, accuracy, and program quality and relevancy.
11. Priority will be given to organizations based on the St. Paul campus or events to be held on the St. Paul Campus.
12. An *Audit and Evaluation form* will be provided to you at the time your grant is awarded and it must be completed and returned to SPBOC within 30 days after the event takes place.
13. Publicity regarding your event or program must span the entire St. Paul Campus, and must mention that funds were received from SPBOC.

APPLICATION PROCESS

1. Complete the attached form. Answer all questions and provide all requested information. Feel free to attach any additional information which you feel will enhance or clarify your application.
2. Submit the form electronically.
3. This grant application must be submitted at least two weeks before your program takes place. Applications will be accepted throughout the school year.

SPBOC Financial Affairs Committee
Small Grants
AUDIT AND EVALUATION FORM

Complete the following form and return it no later than 30 days after the completion of the funded program.

Organization Name _____

Title of Funded Program _____

Date Grant Awarded _____

Amount of Grant _____

Date audit/evaluation form due _____

Contact person and address _____

Phone _____

Complete these questions:

1. Compare the actual expenses with those you projected in your application form.
2. Was your project a success? Why?
3. What was the attendance/participation at your program?
4. How was SPBOC's name used in publicity?
 - Include copies of receipts for expenditures paid for by this grant.
 - Include a copy of the way you acknowledged SPBOC's name in publicity (i.e. posters, announcements, etc.)

Failure to complete and return this evaluation will result in the ineligibility of your organization from future small grants until the form is received.

Any further questions can be directed to the chair of the Financial Affairs Committee or the Treasurer of the St. Paul Board of Colleges, at SPBOC@umn.edu.

NOTE: WE CANNOT RETURN MATERIALS USED FOR AUDIT