



## **Wisconsin Experience Grant**

Registered Student Organization Co-Sponsorship Fund for Campus Events

### **Introduction**

In recognition of the vital role which registered student organizations play in enriching the campus through their events and activities, the Chancellor's Office, Offices of the Dean of Students, Provost's Office and Vice Chancellor for Administration have established the Wisconsin Experience Co-Sponsorship Fund. The Wisconsin Experience Co-Sponsorship Fund centralizes funds to make it easier for registered student organizations to request funding through one central source, rather than requesting funds from each individual office. The Student Organization Office (SOO), located in Room 239 Red Gym, will oversee the disbursement of any funds granted to registered student organization through the Wisconsin Experience Co-Sponsorship Fund.

### **Student Organization Co-Sponsorships & Campus Events**

#### **Purpose**

The Wisconsin Experience Co-Sponsorship Fund supports programs and events which contribute to students' out of classroom learning experiences or foster a more multicultural, respectful and healthier campus community in a meaningful way. It is also our belief that the process of planning and implementing an event or program can (and should) in and of itself be a learning opportunity for the students who are involved in the effort.

#### **Eligibility**

All registered undergraduate, graduate and professional student organizations at UW-Madison may apply for co-sponsorship. Representatives submitting proposals must be a registered student organization member and a currently registered UW-Madison student.

#### **Criteria for Requests**

In order to receive funding, requests for co-sponsorship must meet the following:

- The event must be educational in nature, be open to all students and/or have the potential for campus wide impact, and support student learning and the academic mission of the University.
- The event must be held in an on campus location, which is handicapped accessible. Exceptions may be granted if a suitable on-campus site is not available.
- The event must be co-sponsored by at least one other University department (excluding the Dean of Students Office or the Student Organization Office) and/or registered student organization (RSO).
- The amount being requested does not exceed 50% or the maximum allowable grant amount (currently \$2,000), whichever is less, of the total budget for the program of the event with the exception of grants for food, which are limited to \$1,500 or up to 50% of the total budget, whichever is less. Requests that exceed \$2,000 may be considered, but only with justification for special consideration and exception to the allowable grant maximum.
- Travel requests to bring speakers, presenters or trainers to campus may be supported; requests to support travel to attend conferences/training (including use of University car fleet) will **not** be considered.
- No admission or entrance fee can be charged for the event, and no portion of the funds being requested may be donated to any individual or organization.
- The event must be publicized in a timely manner to all potential participants through numerous means, such as the use of posters, newspaper ads, e-mail distribution, posting of fliers, and/or chalking. Wisconsin Experience Grant, along with the University logo must be clearly listed as co-sponsors on any publicity.
- Applicants must provide supporting documentation that illustrates that they have already sought funding from other sources of support available to Registered Student Organizations (RSOs), including the Associated Students of Madison, the Multi-Cultural Council, academic colleges/schools, etc.
- Applicants must demonstrate, by listing all measures taken, that reasonable efforts to ensure fiscal accountability and to reduce overall costs for the event have been made (e.g., using campus-based versus off-campus speakers, serving a buffet-style meal versus sit-down dinner, printing black-and-white brochures versus color, etc).

#### **Criteria for Requests Continued**

- The use of funds for the event must be consistent with University Rules and Regulations. It is advised that you meet with a SOO advisor to learn University Rules and Regulations around university funds prior to submitting a final application. For example, university guidelines specify funding cannot be used to buy alcohol or first class airfare; housing accommodations and meal expenses for speakers cannot exceed the UW-System maximums.
- The event must be non-discriminatory on the basis of sex, gender, race, ethnicity, sexual orientation, age, socioeconomic status, religion, color, creed, national origin, disability, ancestry, pregnancy, marital status, or parental status.

### Submission Procedures

To apply for funding, organizations must submit an electronic funding proposal that includes the following:

1. Description of the program/event and its intended goals and purposes and what you hope students will learn
2. Event name, date, time and location
3. Explanation of how this program/event meets each of the criteria listed above
4. Detailed budget of total event costs specifying which costs are being asked to be supported by the Wisconsin Experience Co-Sponsorship Grant
5. Names and amounts funded (approved and pending) by other co-sponsorships or funding sources; evidence of support (e.g., letter) confirming sponsorship relationship
6. Description of the publicity plan
7. Organization contact person's name, address, phone number, and e-mail address
8. Name, contact information and signature of a staff/faculty advisory, sponsor or liaison, if it is a university department that is co-sponsoring; and
9. *If the organization has received funding in the past, the following information must also be provided:* What was the name of the event? When was it held? What was the dollar amount allocated? Attach a copy of the evaluation report submitted.

### Deadlines

In order to accommodate the sponsorship of events and encourage student organizations to plan early, deadlines have been established as the 1<sup>st</sup> and 15<sup>th</sup> of each month during the academic year, excluding Dec 15<sup>th</sup> and May 15<sup>th</sup>. During the summer, applications may be considered if funding resources are available; double check if resources are available. Requests must be submitted to the Student Organization Office (SOO), ***no later than 11:59 PM on the designated due date. Late submissions will not be accepted and will be reviewed following the next deadline period.*** *Exception:* If the deadline date above falls on a Saturday or Sunday, the deadline is at 8:00AM the following Monday.

### Submit Applications To:

Electronic submissions are required; please send applications to the Student Organization Office Manager, Sophia Chiron Stevens, at [chiron@odos.wisc.edu](mailto:chiron@odos.wisc.edu). Incomplete applications will not be reviewed, and it is the responsibility of the requesting organization to ensure that all application materials have been submitted.

### Approval Process

- In order to support as many activities as possible, grants will not typically exceed \$2,000. Students are encouraged to request only funding that they need, rather than seeking the maximum grant amount. Approval of grants is contingent on the availability of funds. Grants over \$2,000 may be granted in special circumstances in exception of the typical grant maximum, but only with justification as required above in the criteria section. ***Priority will be given to organizations applying for the first time within any given funding year.***
- The request will be reviewed within 10 business days of the submission deadline by a committee of staff and students.
- The contact person will be notified via e-mail of the results.
- Upon approval, the organization contact person will need to schedule an appointment with Sophia Chiron Stevens to complete the necessary business forms at least two to four weeks prior to the event. Contact Sophia at [chiron@odos.wisc.edu](mailto:chiron@odos.wisc.edu) or 263-1020.
- If funding is granted, organizations will be required to complete an online evaluation of the event, which includes number of attendees and the extent to which the intended goals of the program were accomplished.

**Student organizations that are found to be in violation of University Rules and Regulations may be subject to having the approved funding revoked and may jeopardize their eligibility to receive funding in the future.**

**More Information: Sophia Chiron Stevens, [chiron@odos.wisc.edu](mailto:chiron@odos.wisc.edu)**