**[SAMPLE SBA FUNDING REQUEST]**

**To**: SUCOL SBA

**From**: [Organization Name]

**Subject**: Funding Request for [Insert Name of Event]

**Date**: xx/xx/14

**Amount of Money Requested:**

$\_\_\_\_

**Reason For Request:**

[Please give a brief overview of the event your organization would like to attend or host. Please include a brief description of how this event will benefit the members attending as well as how it relates to the objectives of SUCOL education.]

**Itemized Budget:**

[EXAMPLE:]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Registration** | | **Hotel** | | **Transportation** | |
| # Attendees | 5 | Room Cost/ Night | $150 | GSA POV Mileage Rate | $0.56 |
| Registration Fee/ Attendee | $30 | Total # Rooms | 2 | # Cars Used | 1 |
| Total # Nights | 2 | # Miles Driven | 100 |
| Parking Costs | $25 |
| Total Cost | $150 | Total Cost | $600 | Total Cost | $81 |
| Grand Total Cost | $831 | | | | |

|  |  |
| --- | --- |
| **Organization/ Event Quick Facts** | |
| Names of all executive board members |  |
| Size of organization membership |  |
| Description of organization |  |
| Has the organization consulted with the Office of Student Life about the proposed event? |  |
| Has a representative of the organization attended all ICC meetings within the current academic year? |  |

|  |  |
| --- | --- |
| **Financial Quick Facts** | |
| Current organization balance |  |
| Does the organization collect dues? |  |
| *If yes, how much/ how frequently?* |  |
| Has the organization planned any fundraising event(s) for the academic year? |  |
| *If yes, what kind of event(s) and how much money is anticipated to be/ has been raised?* |  |
| Have past funding requests been submitted this academic year? |  |
| *If yes, how much has been granted by the SBA?* |  |
| Have funding requests been submitted in previous academic years? |  |
| *If yes, how much has been granted by the SBA?* |  |
| Have outside funding and/or co-sponsorship opportunities been explored? |  |
| *If yes, how much money has been granted or is anticipated to be granted to the organization?* |  |

**Additional Notes**

[Please provide any additional information you feel is necessary or pertinent to your funding request.]