**Center for Social Concern**

**Service and Social Action Student Organizations**

**Mini-Grant Procedures and FAQ’s**

**2013**

**Overview of UD Service and Social Action (SASA) Student Organizations**

The University of Dayton has ~30 registered SASA clubs per year. UD’s SASA clubs include clubs that do hands-on community service, advocacy, awareness events, and philanthropic fundraising. They serve different populations of people locally, nationally, and/or internationally. Some of the clubs are nationally and/or internationally based (APO, FACE AIDS, Optimist Club) while others are created by UD students (Healing Hearts, ACTIVE Minds, Sustainability Club). Some of our clubs do a variety of service activities and/or advocacy (GEL, Healing Hearts, HANDS) while others concentrate on a specific activity, social justice issue, population of people, and/or agency (Habitat for Humanity, New Abolitionist Movement, Dakota Center, American Red Cross).

All UD registered SASA clubs are coordinated by the Coordinator of Community Outreach in The Center for Social Concern and are mostly funded by Campus Ministry via Sunday Mass collection funds. As a registered SASA club with the Center for Social Concern, clubs have many privileges in addition to receiving funds, including free use of campus ministry’s copy machine, priority over other student organizations for use of campus ministry vans, being highlighted one week in the “Faithful Flyer” (Church Bulletin), and having access to Liberty Hall rooms for meeting space. In exchange for these privileges, SASA clubs have several responsibilities including attending mandatory monthly presidents’ meetings; completing various paperwork at the end of each semester; and getting all t-shirts and fundraising efforts approved by the Center for Social Concern.

**Overview of Funding Service and Social Action Clubs**

The Center for Social Concern allocates funds from Sunday Mass collections to University registered SASA clubs throughout the academic year to support service activities, projects, awareness events, and programs for UD students and local and international communities. At the beginning of the fall semester and again at the beginning of the spring semester, all registered SASA clubs will receive $100.00 (\*please note stipulations at bottom of page) from these Sunday Mass collections to support their club functions. In the fall semester, clubs will receive this after submitting their estimated budget. In the spring semester, clubs will receive this after submitting an updated budget report and a service hour report for 1st semester. New SASA clubs will receive $100.00 in start up funds once they are registered by the Student Life Office.

Each semester, registered service and social action clubs can apply for a mini-grant to support a specific club function, event, program, etc. The SASA club applying for a mini-grant must demonstrate a clear need for these funds and demonstrate that the funds will help them succeed in meeting their club goals and meeting the needs of the community they serve.

To apply for this mini-grant, service clubs are required to complete an application by a specified date, submit an activity form for each activity to be funded (including an estimated budget for the activity), and submit an overall club budget. Within three weeks after the due date, a team of UD employees will read the applications and meet to determine which SASA clubs will receive mini-grant funds and how much they will receive. All SASA clubs who submitted an application will then be contacted about the decision. Those receiving a mini-grant will be given the funds via direct deposit into their bursar account.

By the end of the semester for a one-time event or by the end of the academic year for an on-going activity, all service clubs who received a mini-grant will be required to complete the following:

1. Fill out an expense report.
2. Fill out an evaluation about how the mini-grant was used.

**Timeline for Service Club Funding**

1. Beginning of fall and spring semesters, all registered service and social action clubs receive $100.00 in their bursar account (this is not given until estimated budget is turned into the coordinator for community outreach during the fall semester. During the spring semester, the funds are not given until the club reports service hours for 1st semester and provides an updated budget report).
2. Beginning of fall and spring semesters, all registered SASA clubs may apply for a mini-grant through the Center for Social Concern.
3. Applications for mini-grants are due by the date specified on the application.
4. The Funding committee, made up of UD campus ministers and one staff member outside of campus ministry, will read applications and meet to determine funding within three weeks of the due date.
5. All clubs requesting mini-grants are contacted about the decision.
6. Mini-grant funds are direct deposited into bursar accounts.
7. By the end of the semester for a one-time event or by the end of the academic year for an on-going activity, SASA clubs receiving mini-grant submit an expense report and an evaluation.

**Frequently Asked Questions**

How much is every service and social action club given *without* applying for a mini-grant?

Every *registered* SASA club will be given $100.00 at the beginning of the fall semester (after estimated budget is turned in) and $100.00 at the beginning of the spring semester (after service hours for first semester are reported and an updated budget is provided). NEW clubs are given $100.00 in start up funds once they are officially registered with the office of Student Life. To receive this funding, the club must be in good standing with The Center for Social Concern (attending every monthly president’s meeting, turning in required paperwork, having active members, paying van invoices, etc.).

Can new clubs apply for a mini-grant?

If you are a registered club and apply by the due date then, yes, you can apply.

Do I have to ask for the full amount that a program/event/conference/speaker will cost?

No, you can ask for any portion of the full amount. But, be sure to write on the application form how much TOTAL you think the activity will cost and how much you are requesting. Usually clubs are able to cover part of the cost of their activities from their own funds or from donations and/or grants given to them by other entities. Please request ONLY what you are not able to cover.

Do I have to fill out an activity form for each activity I am hoping to receive funds for?

Yes. If you are requesting funds for more than one activity, then you will need to fill out more than one activity form.

How do I estimate expenses?

Do the best you can. Look at past budgets from your club or talk to other club presidents. Feel free to also talk with your club advisor and/or the coordinator of community outreach. Exact estimates are not expected.

Is it possible that the funding committee will give only part of what I ask for or is it all or none?

Yes, this is possible. If there are not enough mini-grant funds to distribute to all clubs who need and are eligible for extra funds, then less than what was asked for will be given to each club. Also, it is possible that the funding committee will determine that certain expenses are not eligible and/or will not cost as much as indicated.

How often can my club apply for mini-grant?

Every semester, but remember you must complete the requirements each time to be considered again (attending meetings, completing expense reports and evaluations from past CSC funding, submitting service club paperwork each semester, etc.).

What is due at the end of the year?

ALL SASA clubs must turn in a final budget, summary of club activities, evaluation of club activities, officer transfer information, and a spring semester service hours report. Clubs who are given a mini-grant must also complete an evaluation and expense report for EACH funded activity (note: this has to be completed by the end of the semester for a one-time activity and by the end of the year for an on-going activity).

What is the maximum amount given per club?

A club can apply for up to $300.00 in mini-grant funds each semester.

When should a club apply for a mini-grant?

Applications will be accepted at the beginning of each semester up until the due date.

How does my club receive the funds?

All funds given to SASA clubs will be direct deposited into the club’s bursar account.

How does the Funding committee decide which clubs and activities get funded?

A service club must receive a unanimous vote of the Funding Committee to receive approval of a mini-grant. A club’s request for a mini-grant will be evaluated on the following criteria:

* The thoroughness of your responses on the application.
* If given mini-grant in the past, the club has turned in their evaluations and budget reports.
* Number of students and other people benefited (both club members and non-members).
* Previous use of CSC funds (fiscally responsible).
* Meeting all of the eligibility requirements and stipulations listed in the application.
* Funding from other sources.
* Efforts by the SASA club to generate some of their own funds and to obtain funds from other entities (academic departments, local chapters, etc.)
* Efforts of SASA club to provide services for students (workshops, campus speakers, awareness events, etc).
* Regular service activities and events.
* How well the requested funds will advance the mission of the club and of UD.
* Application received by the deadline.
* Club is requesting $300.00 or less.