

ELIGIBILITY GUIDELINES

To be eligible for University Co-op funding:

A. Necessary Requirements:

1. The student organization must be registered and in good standing with the University.
2. The event must be sponsored by the registered student organization requesting the donation. If several different organizations are teaming up, only one request should be submitted by the main organizer of the event.
3. Must be well planned and organized.
4. Must take place on the University campus and the majority of participants must consist of University students.

B. The University Co-op Does Not Fund:

1. Overhead or general expenses of the organization (including club t-shirts and general meeting expenses).
2. Requests that directly benefit a secondary charity (American Heart Association, Cancer Society, etc.)- the money can go into production of a fundraiser event, but the check we write can't be given directly to the charity.
3. Religiously-oriented activities.
4. Politically-oriented activities.
5. Travel expenses.
6. Scholarships.
7. Students other than UT students (i.e. elementary, middle or high school).
8. Speaker costs or honorariums.
9. Awards banquets.
10. Alcoholic beverages.
11. Pageants and/or Date Auctions.
12. Student-Faculty Lunches.

C. Automatic Disqualification for the Following:

1. No budget is sent with the application.
2. Incomplete and/or inaccurate application/budget (e.g. not all questions are answered).
3. Application requests greater than \$2,500 (Note: if your organization is submitting multiple applications, the total amount requested should be less than \$2,500).
4. Incomplete documentation from previous funding (see below).

D. Deadline: All applications for Spring 2012 should be received by the last day of Fall Finals (December 13, 2011).

E. Decisions are Final! The decisions made by the University Co-op Board of Directors' Special Requests Committee are **FINAL**.

F. Important - Necessary Follow Up Documentation:

1. Following the event, all organizations **MUST** provide the University Co-op with a detailed copy of the budget (expense report) and copies of all receipts totaling the amount received from the University Co-op.
2. In addition, all organizations **MUST** provide the University Co-op with a detailed description of how the University Co-op was recognized for their donation.
3. Any organization that fails to provide these documents will **NOT** be considered for funding in the future!

**APPLICATION FOR FUNDING
 SPRING 2012 SEMESTER
 For Registered Student Organizations at the University of Texas at Austin**
 (Please type or print all information.)

Registered Organization Name: _____
Members Count: _____
College/School affiliation: _____
Contact Person: _____ Phone Number: _____
Street Address: _____ Zip Code: _____
E-mail Address: _____

Event/Program Name: _____
Type of Event: <input type="checkbox"/> Academic <input type="checkbox"/> Cultural <input type="checkbox"/> Sports <input type="checkbox"/> Spirit <input type="checkbox"/> Service <input type="checkbox"/> Other
Location of event: _____
Date of event: _____ Amount of Contribution Requested: \$_____

The following questions must be answered in the order they appear and have to be identified as 1., 2., 3., etc. Please use a separate sheet of paper. Please be concise and complete.
1. Please tell us about your organization: background, purpose, membership, etc.
2. What are the goals and purpose of this event/program?
3. What is the target audience and anticipated size of the audience for this program?
4. Provide background information for this event: a. Past locations this event was held. b. Past attendance - size and audience breakdown. c. How was this event funded in the past? (In what amounts and by whom?) d. Aside from any Co-op funding, how was this event funded in the past?
5. In the past 5 years, have you received funding from the University Co-op for any events other than this one? If so, for what event, when and how much?
6. Describe in detail the various ways the Co-op will be recognized for its contribution.
7. What is the budget for this event/program? Please fill out and include attached excel budget spreadsheet, including all expected revenues and expenditures.