**UGGS Student Group Grant – Budget**

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***\*\*\*You may be awarded the full amount, a lesser amount, or denied your request for funding.\*\*\****

Student Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUDGET: ANTICIPATED FUNDING SOURCES:**

Advertising $\_\_\_\_\_\_\_\_\_\_\_\_\_ Indicate: [ **A**pplied / **E**xpected / **C**ommitted ] (circle one)

Buff Bulletin/E-Memo $\_\_\_\_\_\_\_\_\_\_\_\_\_ [ **A / E / C**] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

Contracts Business $\_\_\_\_\_\_\_\_\_\_\_\_\_ [ **A / E / C**] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

Contracts Individual $\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_

Copies/Printing $\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment Rental $\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Rental/Set Up $\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Express $\_\_\_\_\_\_\_\_\_\_\_\_\_ **CONTRACT DETAILS:** (Who & How much?)

Film/Video Services $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_

Film/Video Supplies $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Airfare $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Non-Airfare $\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance $\_\_\_\_\_\_\_\_\_\_\_\_\_ **ADVERTISING:** (Publications, # of Ads, Price)

Fees/Licenses $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_#\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking Operations $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_#\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_

Postage $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_#\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_

Props/Costumes $\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_

Reception/Other Food $\_\_\_\_\_\_\_\_\_\_\_\_\_ **AIRFARE DETAILS** (Who, where)

Security/Police $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Rental $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_

**SUBTOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_\_**

GAR/GIR (7.38%) $\_\_\_\_\_\_\_\_\_

**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_**

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**Guest Lodging Details Guest Lodging Details**

(Name/speaker or performer X # of nights & price) (Name/speaker or performer X # of nights & price)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

TOTAL $\_\_\_\_\_\_\_\_\_\_\_ TOTAL $\_\_\_\_\_\_\_\_\_\_\_

**Guest Lodging Details Guest Lodging Details**

(Name/speaker or performer X # of nights & price) (Name/speaker or performer X # of nights & price)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

TOTAL $\_\_\_\_\_\_\_\_\_\_\_ TOTAL $\_\_\_\_\_\_\_\_\_\_\_

**Facility Set Up Details Police Details**

(Item (chairs, tables, etc.) X # & price) (# of police X # of hours X $ per hour)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

TOTAL $\_\_\_\_\_\_\_\_\_\_\_ TOTAL $\_\_\_\_\_\_\_\_\_\_\_

**Other Other**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_

TOTAL $\_\_\_\_\_\_\_\_\_\_\_ TOTAL $\_\_\_\_\_\_\_\_\_\_\_

***This budget must be signed by the events coordinator in CSI, UMC 330. Also, when meeting with the CSI events coordinator, please provide printed verification that the facility/space is reserved for all events***

**CSI REVIEW AND APPROVAL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UGGS Student Group GraUnt – Waiver**

By signing and submitting this application, you agree that:

* *Your group shall comply with all federal, state, and local regulations concerning the use of student fee monies. (i.e., CU Student Fee Regulations)*
* *UGGS funds will not be used to procure alcohol.*
* *UGGS funds will not be used for fundraisers or other events that require an admission fee.*
* *Your group shall submit a detailed report to UGGS of the event within two weeks after the event.* ***Failure to comply will result in your group being ineligible for UGGS funding for one calendar year.***
* *UGGS shall not be held liable for any harm, injury, etc. that may be incurred by participants of the event funded.*
* *Your group will include references to UGGS as a sponsor in all publicity and printed materials related to the event funded*
* *All information presented in the application is correct to the best knowledge of the student group.*
* *Your group will submit their reimbursement to the Center for Student Involvement office within 30 days of your event (or last event if there are multiple).* ***Failure to comply may result in your group forfeiting your award.***
* *Your group will inform UGGS regarding any proposed changes to the event budget, and must receive approval from UGGS before using funds for these changes.* ***Failure to comply may result in forfeiting the award and your group being ineligible for UGGS funding for two calendar years.***

Student Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_