

University of Maine at Augusta
Augusta Student Programming Fund (ASPF)
APPLICATION INFORMATION

FUNDING GUIDELINES

- Funding projects will normally involve on-campus student areas and/or activities.
- No more than thirty percent (30%) of the funds available each year may support off-campus activities.
- Funded student activities must not be purposely exclusionary, i.e., all students must be eligible to partake in the funded activities.
- Activities intended to solely benefit students in one specific academic program (e.g., funding expenses associated with a trip to a professional meeting for a group of specific academic majors) do not qualify for funding by the ASPF.
- While individuals are welcome to initiate activities, all activities approved to receive Student Programming Funds must be sponsored or cosponsored by a recognized UMA organization or unit.

APPLICATION PROCESS

- 1) Normally submit requests at least **one month prior to the event.**
- 2) Complete the attached form and return it via e-mail attachment to the Chair of the Augusta Student Programming Fund Committee (temporarily please send to Coordinator of Student Life, [Rose Pelletier](#), 8/24/11- KB)
- 3) Label your electronic document in a manner that identifies the origin of the request (e.g., **SGA ASPF** app Nutcracker F07).
- 4) Submit any supporting brochure/flyer/poster or other materials either electronically or via intercampus mail.
- 5) **Bold all of your responses.**
- 6) Underline your responses where lines are not provided.
- 7) Include additional pages, as needed.
- 8) To avoid conflicts with other campus events, SPF applicants must check UMA's on-line Calendar of Events before finalizing proposed dates.
 - a. As part of this application process, applicants must then list their event with the on-line Calendar of Events. The contact for this process is [Bev Ludden](#); she can also be reached at 621-3479
 - b. Proposals dependent upon Student Programming funding to occur must be clearly marked on the on-line calendar as TENTATIVE until the SPF Committee acts.
 - i. If such a proposal is rejected by the SPFC, the applicant must immediately arrange to have the proposed activity deleted from the on-line Calendar.
- 9) For more information on this process, contact [Rose Pelletier](#) (temporarily, as of 8/24/11) at 621-3442.

IMPORTANT INFORMATION FOR APPLICANTS

- All successful applicants for Student Programming Funds are required to submit a follow-up report to the approving SPF Committee Chair **within one month following the activity or event.**
- Guidelines for the report are available from the Committee Chair.

**University of Maine at Augusta
Augusta Student Programming Fund
REQUEST FOR FUNDING**

Date Submitted: _____ Sponsoring Organization(s): _____

Contact Person: _____ Phone Number: _____

E-mail Address: _____

Amount requested from Student Programming Fund Committee: _____

List all other sources and amounts of funding approved for this project:

SOURCES

AMOUNTS

List other applications for funding that are pending (or anticipated):

SOURCES

AMOUNTS

Title of Event/Activity: _____

Date(s) of Event/Activity: _____ Time of Event/Activity: _____

Location of Event/Activity: _____

On-campus Off-campus

The applicant/sponsor is responsible for publicizing this event. Please describe how this will be accomplished.

The event will be publicized on the on-line Calendar of Events UMA MOTD, UMA Moosebytes, word of mouth, and posters.

I understand that as part of this application process, applicants must list their event with the on-line Calendar of Events. (Please see application information coversheet.)

Description of the Event/Activity:

Estimate of attendance: _____

Describe the potential benefits to the Augusta Campus student body:

