

# Funding Requirements

## Hauser Center Support of Student Organization Activities:

### Pre-Activity Proposal:

- 1-pager providing a description of the activity (conference) including purpose, goals, dates, who is involved
- simple budget for the activity including other requested & received support
- specific request of the Hauser Center and brief rationale why it would align with HC mission/goals to support the activity
- the 33 digit code to which funds, if approved, will be directed and the name of the finance approver
- name of the person submitting the proposal including telephone number and email address
- application submitted to the attention of Maryann A. Leach, Program Officer

### In advance of activity:

- send HC liaison email with flyer or important information to be posted on HC website
- include HC “ticket” or guest pass (if applicable)

### Up to 1-month post activity:

- Submit a brief (one page) “report” on the accomplishments and outcomes of the conference (against outlined goals) and any next steps (esp. how will the activity be passed from student group to student group if applicable).

### Criteria for Selection:

- Relevance to Center
- Level of student involvement
- Clarity of proposal and budget
- Need vs. availability
- We will not fund requests for individual student projects