

## Applications: Rules and Regulations

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1. Applicants must be undergraduate organizations **recognized by PSU**.
2. Only organizations based at University Park are eligible for funding.
3. **No more than 20% of the semester budget** will be spent on any **single** organization. If an organization has received this amount, they will be notified.
4. Deadlines for applications will be the **first week of every month, starting in October and February**. The semester budget shall be divided into fourths with one fourth to be spent at each of the (3) deadlines, and one fourth held back for rolling applications that need emergency funding.
5. Incomplete applications, applications with bad budgetary information, or applications with errors in their accounting will be **automatically disqualified**.
6. Funding will be prioritized based upon the impact of the purchase/program upon the **Penn State community and/or its prestige**.
7. Generally, funding for travel will cover expenses for **three to five students** unless circumstances seem to really **warrant a large group** of travelers.
8. Travel funding shall only be granted if the group in question is **presenting, accepting an award, or competing at the desired destination**, and all members being funded must be registered in the Penn State **College of Engineering**.
9. The organization **must have already requested funds from UPAC** for the item(s) applying for from EUC. (If not, state reasoning) Application must include a statement of whether they were approved for UPAC funding. If approved, include the amount awarded. If not approved, include why organization was not granted funds.
10. Organizations receiving funding must submit an expense report within **2 weeks** from:  
Travel/Programming: the last day of the event, or  
Equipment: the date of purchase.  
**-In most instances, the source of funds is a corporate donation, so included will be a letter of appreciation where applicable.** We will expect this along with the expense report (receipts, summary of event, pictures, etc.), and will notify you of the company's name as the funds are approved. **Failure to submit a report results in 4 years of automatic denial of all requests.**

**ENGINEERING UNDERGRADUATE COUNCIL  
ALLOCATIONS COMMITTEE**

**FUNDING REQUEST  
APPLICATION PACKET**

Organization: \_\_\_\_\_

ASA Account Number: \_\_\_\_\_

- OR -

Check Payable To: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's E-mail: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

Date of Application Submission: \_\_\_\_\_

Request (i.e. Conference name, equipment type, project title)	Type of Request	Request Amount

**TOTAL REQUEST AMOUNT:** \_\_\_\_\_

Office use only:

**AMOUNT AWARDED:** \_\_\_\_\_

# ORGANIZATION PROFILE

## I) General Information

- Name of President: \_\_\_\_\_ E-mail: \_\_\_\_\_
- Name of Treasurer: \_\_\_\_\_ E-mail: \_\_\_\_\_
- Is your organization supported by a particular department within the college of engineering (if so, which one)? \_\_\_\_\_
- Is your group a recognized organization of the University Office of Student Affairs? \_\_\_\_\_

## II) Membership Information

- Number of Members: \_\_\_\_\_
  - Number of Active Members: \_\_\_\_\_
  - Describe the profile of your membership (i.e. distribution of majors and years)
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## III) Financial Information

- Attach the budget from the previous year (for the entire organization).
  - Attach the budget for this year (for the entire organization).
  - Did you apply for **UPAC** funding for this item? \_\_\_\_\_ Amount received: \_\_\_\_\_  
-If no, or no money received, please explain why: \_\_\_\_\_
- 
- Attach print out of ASA account.
  - Please identify all major sources of organization income: \_\_\_\_\_
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- If your group has received funding from the allocations committee in the past, please include a brief description of how the funding was used (on a **separate sheet**). Also indicate if any funding was left over.

## IV) Organization Profile

- On a **separate sheet** please provide a short profile of the organization, including:
  - Years of activity at Penn State
  - Main purpose/purpose statement of organization
  - Benefit to active members of the organization
  - Benefit to the overall engineering/ Penn State community
- Additionally, please include a list of the main activities and events sponsored by the organization.

# FUNDING REQUEST: TRAVEL

## I) Event Information

- Name of Event: \_\_\_\_\_
- Location of Event: \_\_\_\_\_
- Type of Event: \_\_\_\_\_
- Date of Event: \_\_\_\_\_
- Date Leaving: \_\_\_\_\_
- Date Returning: \_\_\_\_\_
- Please attach any brochures/ website print-outs pertaining to the event.

## II) Organizational Involvement

- Number of Members attending: \_\_\_\_\_
- Number of Members attending that are Non-PSU Engineers: \_\_\_\_\_
- Reason for Attending: \_\_\_\_\_
- How will your members be participating in the event (presenting a paper or project, serving as chapter representative, attending educational presentations, etc.)?  
\_\_\_\_\_

- On a **separate sheet**, please explain the benefit of traveling to the event: i.e. how will this trip benefit the Penn State Engineering Community (for individuals, organizations, or the student body as a whole)

## III) Travel Expenses

- Please complete the form on the next page (Travel Expense Information). Include at least one price quote for each expense.
- Identify information for **only** those expenses that you are requesting funding for.
- What other sources of funding do you have for this trip? \_\_\_\_\_

**TOTAL REQUEST FOR TRAVEL: \$ \_\_\_\_\_**

## **Travel Expense Information**

### **Transportation Expenses**

**Air Fare:** \$ \_\_\_\_\_ /person x # of people \_\_\_\_\_ = \$ \_\_\_\_\_

**Bus Fair:** \$ \_\_\_\_\_ /person x # of people \_\_\_\_\_ = \$ \_\_\_\_\_

#### **Driving Expenses:**

▪ If you are driving, how many miles will you travel, round trip? \_\_\_\_\_

(Please provide mileage verification from an online mapping site.)

▪ Personal Vehicles: mileage \_\_\_\_\_ x # of vehicles \_\_\_\_\_ x \$.30/mile = \$ \_\_\_\_\_

▪ Rental Car: \$ \_\_\_\_\_ (please provide quote from rental company)

▪ University Vehicles: \$ \_\_\_\_\_ (please provide quote from university)

TOTAL TRANSPORTATION REQUEST: \$ \_\_\_\_\_

### **Lodging Expenses**

▪ Cost of room/night (w/Tax) x # nights x #rooms = Total Lodging Request

\$ \_\_\_\_\_ /night x \_\_\_\_\_ nights x \_\_\_\_\_ rooms = \$ \_\_\_\_\_

▪ The GURU rate for the area is \$ \_\_\_\_\_ a night.

*(GURU rates can be found on the following website: <http://abs.psu.edu/APP11/conus.com>)*

▪ If the requested room rate is significantly larger than the suggested GURU rate, please include rationale for requesting the higher rate. (on a **separate sheet**)

TOTAL LODGING REQUEST: \$ \_\_\_\_\_

### **Registration Expenses**

▪ # of students \_\_\_\_\_ x registration cost/student \$ \_\_\_\_\_ = \$ \_\_\_\_\_

▪ Does registration include hotel/lodging costs or meal costs? (Please identify how much of the registration fee goes towards lodging/food costs.) \_\_\_\_\_

TOTAL REGISTRATION REQUEST: \$ \_\_\_\_\_

### **Additional Expenses** (i.e. taxi fees, airport parking, etc.)

Item: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

TOTAL ADITIONAL EXPSEENSES REQUEST: \$ \_\_\_\_\_

# FUNDING REQUEST: PROGRAMMING

## I) General Program Information

- Name of Program/Event: \_\_\_\_\_
- Date of Program/Event: \_\_\_\_\_
- Location of Program/Event: \_\_\_\_\_
- Number of Attendees: \_\_\_\_\_
  - PSU Students: \_\_\_\_\_
  - PSU Faculty: \_\_\_\_\_
  - Non-PSU Students: \_\_\_\_\_
  - Other: \_\_\_\_\_

## II) Program Purpose

- On a **separate sheet**, please provide rationale for funding, including:
  - How will this event benefit the overall Penn State Community?
  - Has this event been held in the past? If so, please provide details.
  - Purpose/ program goals (i.e. reason for program)

## III) Financial Details

- If this program was supported in the past, how was it funded? \_\_\_\_\_  
\_\_\_\_\_
- What other sources of funding do you have for this program? \_\_\_\_\_  
\_\_\_\_\_
- Please attach a proposed budget of the event/program. If applicable, also include the most recent past program budget of the event.
- Please itemize funding in as much detail as possible. For each item, please attach a price quote. (on a **separate sheet**)

**TOTAL PROGRAMMING REQUEST: \$** \_\_\_\_\_

# FUNDING REQUEST: EQUIPMENT

## I) Equipment Information

- What equipment will be purchased with the funds? \_\_\_\_\_
- Will this equipment support a particular event/program, or will it be for general use? \_\_\_\_\_
- Where/how will the equipment be stored? \_\_\_\_\_  
\_\_\_\_\_
- Will this equipment serve as a replacement for currently used equipment? \_\_\_\_\_
- If yes, how was the equipment funded in the past? \_\_\_\_\_  
\_\_\_\_\_

## II) Funding Rationale

- On a **separate sheet**, please explain how this equipment purchase is necessary for the organization and how it will benefit the organization and/or the engineering community as a whole.

## III) Funding Information

- What other sources of funding do you have for this purchase? \_\_\_\_\_  
\_\_\_\_\_
- Please itemize the equipment purchase in as much detail as possible. For each item, please attach a price quote. (on a **separate sheet**)

**TOTAL EQUIPMENT REQUEST:\$** \_\_\_\_\_