

# Guideline for Requesting a Special Funding from SAIS SGA

SAIS Student Government Association for the 2008-2009 academic year is accepting special funding requests from individual students and student organizations. Proposals should fulfill at least one of the following purposes:

1. Increase student-initiated programming and on-campus learning and networking opportunities
2. Advance the professional development of SAIS student
3. Promote SAIS' visibility in the local community and/or in a specific job sector

In order to request a special funding from SGA, we ask students to submit a formal letter describing the following:

1. *Contact information*: Name (and a brief description of the student organization if applicable), email address, phone number, etc.
2. *Amount of funding requested*: Please specify at what proportion of this funding would be to the total expense (e.g., a conference registration fee is \$80 and you are requesting \$30 subsidy from SGA).

3. *Event details*

*What:*

*Where:*

*When*

*Why* do you need the funding and why should the SGA fund you?

*How* would this event help you achieve one of the three purposes listed above

4. *Budget detail*: for a multi-item expense (e.g., travel, food, fees), please provide us an item-specific budget.

Please note that this formal letter of special funding request must be submitted 15 days in advance of the expense to be occurred. SAIS SGA will review the proposal and inform the applicant within 7 days.

