

EASTERN MICHIGAN UNIVERSITY

STUDENT SERVICE GRANTS

Service Grant Allocation for Student Organizations [GRANT ALLOCATION GUIDELINES]

The following are guidelines and procedures by which campus organizations may obtain funds for Student Service Grants. Student Service Grants makes funds and support available to student organizations to encourage, promote, and develop student organization community service projects. Service is defined, in this context, as the act of volunteering one's time and resources to benefit individuals, groups, or communities with set objectives, taking a hands on approach to that service.

Section I. Procedure

- A. In order to apply for allocation requests, student organizations must be recognized by Campus Life.
- B. Applications, along with invoices, must be completely filled out (*typed preferred*) and submitted to the Student Government Office in Room 342 of the Student Center.
- C. All Service Grant Requests must be submitted at least *two weeks* prior to the next Service Grant committee meeting.
- D. **A meeting must be set up between an organization representative and the VISION office to be considered for LBC credit.** This meeting will serve to review the service project, ensure its congruence with LBC requirements, and to advise any necessary changes.
- E. To receive service grant funding It is required that a representative from the applying organization attend a **Student Service Grant Committee meeting to explain the project and answer any questions the committee may have. The Service Grant Committee reserves the right to approve, deny or amend requests for funds. Additionally, the committee may return an application pending requested revisions.**
- F. Once the service grant committee approves an allocation; the request is submitted to the office of the Director of Business & Finance. The Director of Business & Finance will process the allocation and handle the procedures for transferring funds into the organizational account. The Director of Business & Finance may request additional information.
- G. Following a service grant sponsored project, the organization **must submit a Follow-Up Report within 10 business days** to the Director of Business & Finance. The Follow-Up Report consists of outstanding receipts, a detailed project evaluation and participant assessments. The Director of Business & Finance and/or the Student Service Grants committee may take disciplinary action upon failure to submit said report. Such actions may include but are not limited to inability to receive funding from Student Government until the following academic school year and/or until receipts are submitted.
- H. A **Financial Record Statement** (FRS) obtained from the student organization accountant along with the allocation request **must be submitted** before an allocation can be approved.

Section II. Allocation

- A. **The Student Service Council will not fund the following**

1. Service events that are not open to all currently enrolled students of Eastern Michigan University.
2. Service events that discriminate against any group or individual.
3. Speaker fees or honorariums.
4. Office equipment
5. Any donations.
6. Any avoidable interest of fees.
7. Event where alcohol is being supplied, served, or consumed by participants.
8. Event where the law is being broken.
9. Any damages that occur during an event.
10. Prizes, gifts, or awards.
11. Any political or ideological activities, events, speech (including publications), or advocacy.
12. Any payment to a member of the organization for services provide
13. Any day-to-day organizational operating costs
14. Any profit generating enterprises
15. Transportation rentals, or fares

B. Grant funding will ONLY be allocated to travel-related gasoline expenses in the form of a reimbursement at a committee specified amount per mile.

C. The Service Grant Committee can allocate a maximum \$1000 per request.

Section VI. Other

A. It is the organization's responsibility to ensure funds have been allocated to their account before spending of any money. Student Government and/or Campus Life are not liable for any debts incurred due to error or management on the part of the organization, the university, or any other entity.

B. No individual member of Student Government, elected or appointed, may alter in any way an allocation that has been passed by the Service Grant committee. Any allocation changes must be approved first by the Service Grant committee.

Guideline Verification

I, the undersigned, do hereby attest to the fact that I have read and familiarized myself with the Service Grant Allocation Guidelines. Furthermore, I understand that my disregarding of the procedures set forth in this guideline could result in the denial/repeal of funds to/from the organization I represent.

Name of Primary Organization Representative: _____

Signature of Primary Organization Representative: _____

Service Grant Allocation for Student Organizations
[PROJECT DESCRIPTION]

Organization Name: _____

Organization Account # _____ Current Balance: \$ _____

Primary Contact: _____ Title: _____

Phone: _____ Email: _____

Secondary Contact: _____ Title: _____

Phone: _____ Email: _____

Faculty Advisor Contact: _____

Phone: _____ Email: _____

1. Include a brief description and the objectives of your service project

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2. What is the number of students likely to benefit directly from the project:

Undergraduate _____ Graduate _____

3. What community issue will your program directly or indirectly address? How did you find out about this issue?

4. How do you plan to collaborate with students and community members to accomplish your goals? Which community/campus partners do you expect/want to work with?

5. What challenges do you expect to face in the planning & implementation of this project?

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6. How will you facilitate reflection activities and promote civic learning from the experience?

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7. What are the potential benefits of the program?

Consider: The community, EMU students, your organization(s), etc.

8. Duration of Project: Starting Date: _____ Ending Date: _____

Service Grant Allocation for Student Organizations
[AFFIDAVIT]

**Affidavit attesting to knowledge of expectations
for use of Student Government Funds**

I, _____, as a representative of _____, a Student Organization at Eastern Michigan University, hereby attest to knowledge of the Eastern Michigan University Student Service Council's funding requirements, including (but not limited to) any and all restrictions and caveats attached to funds allocated by the Student Service Council. I understand that I am required to procure receipts for that which I have spent the Student Service Council's money on, and that failure to do so or failure to comply with any section of Student Government's bylaws, most notably Chapter 5, Section 3, may result in judicial action being taken against me and/or my student organization by Student Government and/or by Eastern Michigan University.



Signed: _____

Date: _____

Service Grant Allocation for Student Organizations
[SCORING RUBRIC]

Organization Name _____

Application Submission Date _____

Project Description	Value	Score
PROJECT DESCRIPTION		
Does the project address a particular community need?	10	
Is the project approach innovative?	5	
Is the project well organized?	10	
Does the organization have the capacity to carry out the project?	10	
PROJECT OBJECTIVES AND ACTIVITIES		
Are member volunteer responsibilities well described?	5	
Are the goals of the project clearly stated	5	
Are the objectives of the project well defined and measurable?	5	
Are the project objectives realistic and achievable?	10	
EVALUATION PLAN		
Is there any form of reflection built into the project?	10	
Is the project designed to determine if project objectives have been met?	5	
BUDGET		
Are the budget items appropriate and allowable?	10	
Is the project cost-effective?	5	
PROJECT IMPACT		
Is the project designed to have a significant impact on the service community?	10	
TOTAL	100	

What are the proposal's strengths?

What are the proposals weaknesses?

FUNDING RECOMMENDATION: YES NO

REVISIONS REQUESTED:

Signature of Evaluator: _____

Name of Evaluator: _____

[FOLLOW-UP REPORT]

Following a service grant sponsored project, the organization **must submit a Follow-Up Report within 10 business days** to the Director of Business & Finance. The Follow-Up Report consists of outstanding receipts, a detailed project evaluation and participant assessments.

Number of Students _____ Number of Faculty/Campus Staff _____
Community Members _____ Total Participants _____

1.) Did you achieve your stated project goals? How did you measure success for this project?

2.) Did the original proposed description of your program change? If so, how and why?

3.) Did you reach your target audience? Were you satisfied with attendance?

4.) Please list any changes to your list of community/campus partners you worked with:

5.) Did participants have any helpful feedback?

6.) Should this program be repeated? If so, what should be done differently?

[PRE ASSESSMENT]

Below is a **Pre Assessment** that can be used as a tool to assess the impact that your service activity had on the members who took part in it. The data from this tool can be used to help plan for your next service endeavor.

Please rate the extent to which you agree with following statements

"1" = not at all | "4" = somewhat | "7" = very much

1. I consider myself an engaged citizen.
1 2 3 4 5 6 7
2. I believe that reflection after a service project is essential in understanding the service project.
1 2 3 4 5 6 7
3. I am able to greatly impact a community through implementing this service project.
1 2 3 4 5 6 7
4. I understand the importance of personal integrity and ethical conduct.
1 2 3 4 5 6 7
5. I feel equipped to engage others in creating positive change in the service community.
1 2 3 4 5 6 7
6. I am sensitive to the issues of diversity and culture impacting the service community.
1 2 3 4 5 6 7
7. I am able to objectively identify and articulate the core issues/dilemmas facing the service community.
1 2 3 4 5 6 7
8. I have an understanding of social responsibility and active citizenship.
1 2 3 4 5 6 7
9. I recognize the value of using the career skills to address community needs through civic engagement opportunities.
1 2 3 4 5 6 7
10. I understand the needs of the community organization I am serving.
1 2 3 4 5 6 7
11. I believe that participating in community service will help me develop as an active citizen.
1 2 3 4 5 6 7
12. I am confident in my ability to plan and execute a service project.
1 2 3 4 5 6 7

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[POST ASSESSMENT]

Below is a **Post Assessment** that can be used as a tool to assess the impact that your service activity had on the members who took part in it. The data from this tool can be used to help plan for your next service endeavor.

Please rate the extent to which you agree with following statements

"1" = not at all | "4" = somewhat | "7" = very much

1. I consider myself an engaged citizen.

1 2 3 4 5 6 7

2. I believe that reflection after a service project is essential in understanding the service project.

1 2 3 4 5 6 7

3. I am able to greatly impact a community through implementing this service project.

1 2 3 4 5 6 7

4. I understand the importance of personal integrity and ethical conduct.

1 2 3 4 5 6 7

5. I feel equipped to engage others in creating positive change in the service community.

1 2 3 4 5 6 7

6. I am sensitive to the issues of diversity and culture impacting the service community.

1 2 3 4 5 6 7

7. I am able to objectively identify and articulate the core issues/dilemmas facing the service community.

1 2 3 4 5 6 7

8. I have an understanding of social responsibility and active citizenship.

1 2 3 4 5 6 7

9. I recognize the value of using the career skills to address community needs through civic engagement opportunities.

1 2 3 4 5 6 7

10. I understand the needs of the community organization I am serving.

1 2 3 4 5 6 7

11. I believe that participating in community service will help me develop as an active citizen.

1 2 3 4 5 6 7

12. I am confident in my ability to plan and execute a service project.

1 2 3 4 5 6 7