

Undergraduate Student Government Funding Contract

Applicant, _____, is submitting a funding proposal to The Undergraduate Student Government of The Ohio State University (herein referred to as "USG"). A "funding proposal" consists of this contract, any and all supporting documents, and any presentation(s) made in conjunction with the proposal.

Applicant must provide accurate responses to **all** of the following:

1. Registered Student Organization Name: _____
2. Number of Active Members: _____
3. Organization President: _____
4. Organization Treasurer: _____
5. Contact Name: _____
6. Contact Email: _____
7. Name of Event: _____
8. Date(s) of Event: _____
9. Amount Requested from USG: _____
10. Description of Event: _____
11. Event's Benefit to OSU and Organization: _____

Please attach event budget and documentation of previous fundraising to this Contract.

Applicant understands that USG considers funding proposals on a weekly basis. USG does not guarantee that it will approve any funding proposals, and even if a funding proposal is approved, USG does not guarantee that the funds will be made available to Applicant. Applicant, by submitting this funding proposal, acknowledges that it has read and agrees to the following:

1. No funding proposals will be approved retroactively.
2. No funding proposals will be approved for an amount exceeding \$1,500.00.
3. **USG, upon majority vote of the Allocation's Committee, reserves the right to deny the reimbursement of funds for any reason.**
4. Under no circumstances shall the reimbursement to Applicant exceed the amount of the funding proposal approved by USG.
5. Reimbursements shall only be provided to Applicant upon USG's timely receipt of the above-listed items.
6. USG will only provide reimbursement for an event and/or items that is/are substantially similar in name, nature, and purpose to that originally approved as part of the funding proposal. The determination as to whether something is "substantially similar" is solely within the USG Allocations Committee's discretion.
7. Should the Applicant's funding proposal be denied, **Applicant's sole remedy shall be an appeal to the General Assembly of the Undergraduate Student Government of The Ohio State University.** Applicant shall bring such an appeal within 8 days of the USG Allocations Committee's denial of Applicant's funding proposal.

Applicant understands that funds will only be distributed to Applicant on a reimbursement basis. In order to be eligible to receive full reimbursement, Applicant must provide, within 21 calendar days of the event, all of the following:

- Any and all original receipts for the items for which reimbursement is sought.
- A detailed spreadsheet that matches the submitted receipts with each line item from the funding proposal's budget for which reimbursement is sought.
- An AP Compliance form, the USG Request for Payment, and the USG Funding Contract.
- A summary of the event, as well as a copy of any agendas, literature, or other materials created for or distributed in conjunction with, the event.

Applicant's failure to adhere completely to any or all of the terms and conditions contained within this funding contract constitute grounds by which USG can refuse to honor Applicant's reimbursement request, regardless of Applicant's adherence to the other terms and conditions contained herein.

Applicant, by submitting this application, acknowledges and agrees to the terms and conditions as stated herein. The person submitting this application further acknowledges and assents that s/he does so with the power and authority to bind Applicant to this contract.

Applicant Name: _____
Applicant Signature: _____
Date: _____