Recommendations Before You Apply

1. **Plan ahead!** Please apply at least two weeks in advance of your event.
2. **Create a detailed budget** in an Excel document.
	1. Be specific – include exact information about prices for each item.
	2. Double check your math to ensure the budget is accurate.
	3. Include all fundraising efforts.
	4. *For trips/conferences*, please include the number of members and a breakdown of the cost for each person to attend.
3. **Ensure** that your application has been submitted.
	1. You should receive a confirmation email via your osu.edu account once the funding application has been submitted. Please contact the Deputy CFO (whiddon.1@osu.edu) if you do not receive an email.

Tips for a Successful Allocations Committee Meeting

1. **Be prompt** for your scheduled meeting time.
2. **Send one or two representatives** that are briefed on all the aspects of the event as well as someone who has an understanding of the student organization’s financials.
3. **Prepare** to answer the following questions:
	1. Who will this event serve/benefit?
	2. What other fundraising has your organization completed to fund this event?
	3. How much of the necessary funds have you already raised?
	4. Have you received USG funding before? If so, how much?
4. **Bring the following items** with you to the meeting:
	1. A detailed event agenda
	2. A copy of your specific event/trip/conference budget
	3. Brief PowerPoint (if necessary)
	4. Any other materials about the event or your organization (think “business case”)
		1. Receipts, statistics, articles, recommendations, information about previous events, etc.