

SPIA EARLY-STAGE STUDENT ORGANIZATION FUND REQUEST GUIDELINES

1. The organization has been in existence for at least one year based on acknowledgement of the registered formation of that organization by the Engagement, Leadership and Service office in Student Affairs (Tate). The organization needs to have been in existence for at least one year at the time of the deadline date to request these funds from SPIA
 - a. The organization must provide verification of their time in existence by providing an email or equivalent valid acknowledgement from Tate.
 - b. The organization needs to have a SPIA Faculty or Staff member as their advisor/sponsor
 - c. Should have at least 6 Student Fee paying members
2. The organization must be a SPIA student organization. The organization should describe its affiliation with SPIA (e.g., Are most of the student members majoring in SPIA? How will the activities of the organization enrich the educational experience of SPIA students?)
3. An organization that has already applied for/is receiving Student Activity Fee (SAF) allocated funds is not eligible to receive Early-Stage funding.
4. Any organization receiving an allocation from SPIA SAF, Small Clubs, or the larger Campus Allocation of SAF is not eligible for Early-Stage Funding.
5. Any organization that has been in existence for at least two years at the time of allocation of SAF allocated funds is not eligible for Early-Stage funding. These organizations are welcome to apply for SAF funds but not Early-Stage funds.
6. The organization must show sufficient need. Funds cannot be used on food or travel. Expenses must be pre-approved by SPIA Business Office.
7. Individual requests for funding should not exceed \$300 and will be based on specific requests.
 - a. Complete SPIA Early-Stage Funding Request Qualtrics form
 - b. Complete Budget form, reporting any additional funding received (grants, dues, donations, etc.)