

Guidelines for One-Time Funding Request and Annual Budgets

One-Time Funding Requests:

- **Questions to ask yourself: about an event or some other thing that needs funding.**
 - Are the things being funded open to the entire or the majority of the campus?
 - What makes it valuable to Rose-Hulman students and the community?
 - Will it be advertised well throughout campus?
 - Will all or most Rose-Hulman students be aware of and have access to it?
- **Questions to ask yourself: about the funding:**
 - Can it also be funded from somewhere else? i.e., Can the organization get the funding covered from the BIC if the organization is part of the BIC?
 - Is the estimated cost calculated correctly? Can unnecessary costs be detected and reduced?
 - What would happen if the funding were not possible from the SGA end?
 - If applicable, why is this needed on top of the given budget?

Annual Budgets:

- **Tips:**
 - Be specific on each category: What it is for or why it is needed.
 - Avoid **Miscellaneous Budgets: these are hard to justify**
 - Follow the Excel budget template.
 - Don't be late