SIC Project Funding Application
(must be received two months prior to event date)

<u>NAME OF REGISTERED STUDENT ORGANIZATION </u>(**must be a registered student organization in the fiscal year that the organization is applying for funding**):

<u>PURPOSE OF ORGANIZATION:</u>

<u>PROJECT NAME AND DATES:</u>

<u>RATIONALE FOR FUNDING REQUEST</u>:

<u>DESCRIPTION OF PROJECT:</u>

<u>BENEFIT OF ACTIVITY TO STUDENTS</u>:

ESTIMATED TOTAL COST (required attachment: proposed itemized budget with justification for expenditures):

FUNDING STATUS (list other sources of funding):

ADVERTISING (How do you plan to advertise this event to all students at the six UTHealth schools?):

EVENT REGISTRATION (How can students sign up for this event?)

PREVIOUS EVENTS (Have you previously organized this event? If yes, please provide the date and what was the attendance of students from each school? What is your expected attendance for this year?)

CONTACT NAME(S), PHONE NUMBER(S) AND EMAIL ADDRESS(ES):

PERSON COMPLETING APPLICATION (NAME AND CONTACT INFORMATION):

NEEDED RESPONSE DATE:

SUBMISSION INSTRUCTIONS:

Please email this form along with a proposed itemized budget with justification for expenditures and a soft copy of the flyer to the Student InterCouncil (sicgov@uth.tmc.edu) and cc SIC Treasurer, (Xiao.li@uth.tmc.edu). You will receive an email confirmation that the SIC has received your application.

If approved, SIC requests acknowledgement of support of the project through any advertisement that goes out to the UTHealth community. Also, the SIC requires that an article about the event (with pictures if available) be submitted no later than two weeks after the event to "sicgov@uth.tmc.edu" and cc SIC Treasurer, Xiao (Lilac) Li (Xiao.li@uth.tmc.edu), with subject line "Project Funding Article." *Reimbursement will not be processed until an article is received by the SIC.*

The organization MUST submit ORIGINAL receipts of expenditures WITHIN 30 DAYS of the event. If UTHealth facilities are used, an invoice dictated by UT guidelines must also be submitted (i.e. UT printing services, UT catering, etc.). Reimbursement and invoicing procedures can be obtained by contacting Cindy Collier (Cynthia.R.Collier@uth.tmc.edu) in the Auxiliary Enterprises Office, REC 110, phone 713-500-8407. Please refer to the Use of Student Government Funds Guidelines found on the SIC website at https://www.uth.edu/sic/online-forms.htm.

SIC Funding Request Checklist

1) Complete and Submit Funding Application ☐

2) Proposed itemized budget with justification for expenditures ☐

3) Soft copy of flyer ☐

4) If approved, must write article for SIC Pulse Newsletter ☐
    (Reimbursement will not be processed without submitted article)

5) If approved, submit ORIGINAL expense receipts for reimbursement ☐