



Northland College Student Association
 1411 Ellis Avenue
 Ashland, WI 54806-3999

**Funding Request Application Form
 (Special request Budget)**

NCSA Special Request Funding is granted to student organizations and other groups for items and programs which will positively affect the Northland College community. A minimum of 75% of available funds are allotted specifically to recognized student organizations. It is the policy of NCSA that it will not fund any academic class, compensate or reimburse any individual or group for activities occurring prior to a funding request, or fund the salary of any individual through an organization.

Organizations must meet certain criteria in order to be considered for special request funding. In addition to meeting the organizational guidelines established by Section XIII of the NCSA By-Laws (available in the NCSA office), organizations are expected to hold at least one profitable fundraiser before submitting the request. NCSA will not be the sole financial sponsor for any group or event and does not guarantee that funding will be granted for every request submitted.

Approval of this request requires the majority vote of the Senate at any regular meeting of NCSA. Funding requests are expected to be submitted at least one week prior to the NCSA meeting at which they will be presented. The application must be filed with the secretary of NCSA who will inform the applicant as to when the request will be reviewed by the student Senate. Applicants are expected to attend the NCSA meeting at which their request appears on the agenda in order to address the questions posed by the student Senate. Copies of this form will be distributed to NCSA Senators. This application requires the signature of a student Senator, and it is strongly encouraged that applicants discuss the request with more senators prior to its consideration before the entire student Senate.

Requests of \$150 or more will be automatically tabled, hence requiring at least a two week period before a decision is made to approve or deny funding by the student Senate. NCSA requires that receipts for all purchases using NCSA funds be turned over to NCSA following the approval of the special request.

Name of Organization:	Date:
Total Amount of Special Request: \$	
Name of Representative(s):	
Name of Faculty Advisor:	
Mission of Organization (be brief):	

Please provide a description of what the Special Request funds will be used for:	
Budget for Funding Request: (Attach additional sheets if necessary)	
Description	Cost
Expenses: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Income: (Fundraisers etc.)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Approximately how many people will this request benefit?	
Members of Organization: _____ Campus Community: _____ Greater Community: _____	
Please list all fundraising which has been attempted (successfully and unsuccessfully) and provide amounts of revenue:	

I agree that this request would be an appropriate use of student funds and would like to request that it be submitted to and approved by the Northland College Student Senate.

_____ Date:
NCSA Senator

I certify that the above applicant, if a student organization, has met all NCSA recognition requirements.

_____ Date:
NCSA Secretary

This application will be submitted to the Student Senate for review at the regular meeting on: _____

_____ Date:
NCSA President

