ASNIC Student Government

Funding Approval Student Task Force (FAST)

Club Guidelines for ASNIC Student Government Grants

Section 1: Introduction

The ASNIC Student Government allocates funds annually for clubs to financially support leadership development opportunities, including but not limited to conference registration, educational opportunities, hosting guest speakers, club retreats, and team-building activities. Funds can also be requested to help support club activities that fulfill their mission, including events on campus, volunteer projects, supplies, and materials. Funds are allocated for this purpose annually, dependent on overall budget availability.

The Funding Approval Student Taskforce (FAST) is the mechanism through which these funds are awarded to clubs through an application and review process.

FAST is comprised of Student Government members. The ASNIC Student Government's Vice President serves as the FAST chair.

All FAST representatives will abstain from voting in matters that impact clubs they are members of.

Any Intra-Club Council approved club in good standing is eligible to apply for funds based on the guidelines provided in this document.

Section 2: How to Request Grant Funds

FAST will review funding requests on a weekly basis during the fall and spring academic semesters. The process to apply for funding through FAST is as follows.

1. The FAST Grant Application can be found online or in the ASNIC Office on the 2nd Floor of the SUB. This must be submitted to request funds.
2. Requests must be submitted by Wednesday before 5:00 pm to be eligible for review at the following Tuesday morning meeting.
   - Any FAST Grant Applications received after this deadline will be reviewed at the following week's meeting.
3. The application must include a detailed budget and narrative to accompany the request
4. The club advisor must review and approve the club funding request as part of completing the application.

ASNIC Student Government funding to clubs is not available during the summer months except in special circumstances and with prior review of the ASNIC Student Government and written permission of the Coordinator/Director of Student Involvement. Appeals to this special exception process will need to be brought to the Dean of Students.

Section 3: Criteria and Guidelines for Grant Funding Projects
The following section outlines the rubric used to review FAST applications.

FAST will use a grant application grading rubric that has been developed to ensure requests align with the purpose of FAST as well as NIC's Mission, Vision, and Values. FAST members are required to complete the FAST Grant Application Rubric for each application. Digital copies of this rubric will be kept by the Department of Student Involvement staff.

Allocation decisions are made according to the following criteria:

1. Club financial management and responsibility (past and present).
2. Club organizational responsibility.
3. Clarity of the proposed budget.
4. Active campus involvement.
5. How funding the proposal will benefit the whole campus.
6. How funding the proposal will benefit students in the club.
7. How funding the proposal fulfills the club's Mission.
8. The funding proposal supports NIC's Mission, Vision, and Values.

Section 4: Review and Approval Process
The following section outlines the application process, dates, and review process after submission.

1. FAST reviews the application. Any outstanding questions will be sent to the applicant and the club advisor no less than five days before the FAST meeting.
2. FAST meetings are held weekly (Tuesdays @ 7:00 am) during the academic year. Clubs may formally present their application and answer additional questions. Attendance at the meeting is not required but strongly encouraged.

After all of the presentations have been completed, FAST will meet and discuss the funding requests. They shall, at that time, determine which applications were successful.

A club can receive up to 15% of the total FAST Budget in a given fiscal year. Organizations can receive up to 5% of the total FAST Budget in a given fiscal year. Clubs / Organizations can appeal to FAST/ASNIC Student Government if they wish to receive more funding after reaching the 15%/5% threshold.

If a request is denied, the club may appeal to the ASNIC Student Government through a written request to the Vice President of the ASNIC Student Government.

Section 5: Distribution of Grant Funding
The following section outlines how funds are distributed, including how funding can be used and the auditing process for the grant.

Once approved for a grant, clubs will have access to spend the funding. FAST Grants are not intended to be transferred into a club account. There will be no increase to a club's account balance after receiving a grant. All expenses will be applied directly to the FAST account and must be approved prior to spending.

To use grant funding, clubs must complete a Payment Request/Purchase Order to initiate spending. Clubs have the opportunity to use the ASNIC Credit Card for online purchases. To do this, clubs can schedule an appointment with the Coordinator/Director of Student Involvement.

Audits may happen as soon as one month after FAST requests have been approved. Reviews are conducted by the Coordinator/Director of Student Involvement and the Auxiliary Services accountant.

1. Student Involvement staff will work in conjunction with the Auxiliary Services Accountant to identify clubs that have not spent their total FAST Grant Award.
2. In the case that the event related to the FAST Grant has ended, staff will work with the club to ensure a proper close-out of the award. Any unspent funding from an award is eligible to be awarded to other clubs.
3. If the club chooses to cancel its event or purchase, all unspent funding is eligible to be awarded to other clubs.
4. If the club wishes to allocate money in a different way than what was approved, club leadership must submit a new FAST Grant Application to the Department of Student Involvement. These applications will be reviewed at weekly FAST Meetings.

Clubs and Organizations that have failed to manage their money effectively are subject to the following:

1. FAST reserves the right to deny a club access to grant funding based on concerns related to properly managing grant funding until staff can conduct a review.
2. FAST reserves the right to levy the following penalties that may include, but are not limited to the following:
   a. Loss of grant funds that have been allocated.
   b. Loss of ability to apply for funding for a period of up to one year.
   c. Request outstanding debts related to improper management of funds be collected from an outside agency.
   d. Referral of the case to the Coordinator/Director of Student Involvement for review.
   e. Clubs may be required to meet with FAST to provide additional details or documentation related to grant awards.

Section 6: Spending Guidelines

The following section provides spending guidelines associated with grant funding through the ASNIC Student Government. These funds

1. **Can fund** events that are open to the entire student body. An all-campus event must welcome all students and be publicized through a college outlet (e.g., posting flyers in highly trafficked campus areas).
2. **Can fund** resources such as books, magazines, and videotapes only if they are available for use by the entire North Idaho College community. Such resources must be held in the Molstead Library if the library wishes; if not, they must be available upon request.
3. **Can fund** hotel costs.
4. **Can fund** national and individual memberships that directly benefit the College.
5. **Can fund** conference registration expenses for each individual, not to exceed three hundred dollars ($300) per person.
6. **Can fund** transportation to and from conferences.
7. **Can fund** the use of ground transportation for events that are open to the entire North Idaho College campus.
8. **Can fund** the transportation of Uber, Lyft, taxis, and other transportation at conferences.
9. **Can fund** the entire cost of a trip or conference (including transportation, lodging, and conference registration fees) for a full-time faculty or staff member advisor. Advisor attendance is required to travel.
10. **Cannot fund** tips for transportation.
11. **Cannot reimburse** clubs for purchases made that are more than their approved budget.
12. **Cannot reimburse** clubs for funds spent before FAST review and approval.

13. **Cannot fund** any purchase of food for groups traveling off campus. This does not apply to meals that are included in conference fees.
14. **Cannot fund** any purchase of alcohol or tobacco.
15. **Cannot fund** direct monetary donations to any charitable organizations.
16. **Cannot fund** direct donations to scholarships.
17. **Cannot fund** hotel costs or conference housing expenses of persons other than authorized NIC students, faculty, or staff.
18. **Cannot fund** or reimburse any purchases or expenses incurred between the spring semester spending deadline and the following fall semester's first day of class.
19. **Cannot fund** insurance for individuals.

Section 7: Reporting

Any club that receives funding must return receipts to the Coordinator/Director of Student Involvement within one week of spending (and before the end of the semester). If an expense was not pre-authorized using a Purchase Order, there is no guarantee that the funds will be reimbursed. In this case, a Payment Request form must accompany the receipt so staff can review if the expense will be reimbursed. All forms must be signed by an executive member of the club and the advisor before turning into Student Involvement staff.

Any club that uses the ASNIC credit card must have a signed Purchase Order prior to the expenditure. This form needs signatures from an executive member of the club and the advisor before turning into Student Involvement staff. No purchases may be made without prior approval.

Section 8: Transparency

Robert's Rules of Order will be applied in all formal FAST meetings in which grant funding decisions are made.

All meetings in which FAST proposals are presented by club members will be open to other clubs, NIC staff, and students.

The funding proposal indicates the enhancement of the student experience across campus.

Strong Agree   Agree   Neutral   Disagree   Strongly Disagree

The funding proposal will directly benefit members of this club.

Strong Agree   Agree   Neutral   Disagree   Strongly Disagree

The funding proposal fulfills the club's mission.

Strong Agree   Agree   Neutral   Disagree   Strongly Disagree

The funding proposal supports NIC's Mission, Vision, and Values.

Student Success
Strong Agree   Agree   Neutral   Disagree   Strongly Disagree

Educational Excellence
Strong Agree   Agree   Neutral   Disagree   Strongly Disagree

Stewardship
Strong Agree   Agree   Neutral   Disagree   Strongly Disagree

Community Engagement
Strong Agree   Agree   Neutral   Disagree   Strongly Disagree

Diversity
Strong Agree   Agree   Neutral   Disagree   Strongly Disagree

Campus Involvement (Describe level):

Comments:

Overall Ranking: _____

4 – Outstanding
3 – Good   Amount Requested: $_____
2– Adequate   Amount Awarded: $_____
1 – Unsatisfactory   Denied
                                  Tabled