**Capital and Support Fund Request Form**

Please fill out this form in detail; your request will not be considered otherwise.

Send completed copy to the USUSA Administrative Assistant (admin.ususa@usu.edu) by Thursday at 5:00 pm.

Requesting Organization: Click here to enter text.

Name of project/program: Click here to enter text.

Date of project/program: Click here to enter a date.

Total Cost of project/program: Click here to enter text.

Requesting Amount: Click here to enter text.

Please list all sources of funding sought out and amount received (including those that didn’t donate.)

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Please list other possible sources of funding.

* Click here to enter text.
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What is the purpose of the project/program?

Click here to enter text.

How will this project/program benefit all students?

Click here to enter text.

Please describe in detail how the funds, if awarded, will be used.

Click here to enter text.

By adding my name below, I certify that I have read and understand the attached Capital and Support Policies and Procedures.

Name: Click here to enter text. Date: Click here to enter a date.

**Capital and Support Policies and Procedures**

1. Membership of the Capital and Support Review/Allocation Committee
	1. Members of the Capital and Support Review/Allocation Committee
	2. USUSA President (Chair)
	3. USUSA Executive Vice President
	4. USUSA Student Advocate Vice President
	5. USUSA Graduate Studies Senator
	6. USUSA Senate Pro-Tempore
	7. A USUSA college senator appointed by the USUSA President
2. If any member cannot be at the meeting because of scheduling conflicts or emergency, the USUSA President will temporarily appoint another USUSA student officer to sit on the committee, starting first with senators, then vice presidents, then appointed positions.
3. Capital and Support Allocation Criteria
	1. Funding will be allocated only if the following criteria are met
		1. Those requesting funding should exhaust all other resources before requesting money from Capital and Support.
		2. The outcome from the funding must benefit all students.
		3. The funds cannot be allocated in the same manner to an organization in consecutive years.
		4. Detailed plans and justification for the allocation must be submitted and approved by the Capital and Support Review/Allocation Committee.
	2. Failure to meet any of the above requirements will result in no allocation
4. Capital and Support Request and Allocation Procedures
	1. The requesting party will fill out a Capital and Support Request form (attached) and turn it in to the USUSA Administrative Assistant (admin.ususa@usu.edu) along with any other materials that the requesting party feels will help their case. These forms will be due every Thursday by 5:00 pm
	2. Upon receiving the Capital and Support Request form, the USUSA President will immediately forward that information to the members of the Capital and Support Review/Allocation Committee and schedule a meeting that will take place the week following the reception of the Capital and Support Request form.
	3. When the meeting is scheduled, the USUSA President will notify the requesting party of the time and location.
	4. Capital and Support Review/Allocation Committee meeting schedule
		1. Open meeting
		2. Ten minute presentation from the requesting party
		3. Up to 20 minutes for question and answer
		4. The requesting party will be excused
			1. If multiple groups are requesting funds, all groups will present before any deliberation will take place.
		5. Deliberation and decision by the committee
			1. The Capital and Support Review/Allocation Committee holds the right to allocate an amount less than requested.
			2. Decision to allocate funds will be made by a simple majority vote of the committee
			3. Decision of the Capital and Support Review/Allocation Committee is final
		6. Adjourn meeting
	5. Upon adjournment of the meeting, the USUSA President will notify the requesting party of the committee’s decision and write a memo that will be given to officers during the following Academic Senate and Executive Council meetings.
	6. The USUSA President will give any allocation amounts to the Student Involvement and Leadership Center Director so the funds can be given to the receiving party.