

Welcome to the Late-Night Mini-Grant Program!

Program Overview:

The *Late-Night Mini-Grant Program* is designed to support late night social and recreational programming through Mini-Grants to student groups that seek to offer such programs.

Contact Person:

Marian Vanek, Executive Director
Wellness Center
Student Health Service
119 University Place
Pittsburgh, PA 15260
(412) 383-1863
msv8@pitt.edu

Guidelines:

Grant Amount

Undergraduate student groups can apply for up to but not more than \$1000.00 for a single event; funding may be granted in partial or full amounts

Deadline

All mini-grant applications for the **Fall 2019 and Spring 2020 Semester** will be accepted as rolling admissions. The Mini-Grants Committee will be accepting applications throughout the semester until the funding source has been depleted. Applications which are submitted promptly are more likely to receive adequate funding.

Decision-making

All applications for mini-grants are administered through the Division of Student Affairs. The Mini-Grants Committee will meet to review and award mini-grants the week following the deadline cut-off. A member of the Committee will be in contact with those awarded grants to provide support and follow up for the event. Applicants should be aware that it is at the discretion of the Mini-Grants Committee to determine funding based on the quality of the application.

Eligible Applicants:

We are looking for a fun, creative social event that will realistically occupy and engage participants throughout the evening. *The event does not exist to primarily serve organization members only.* If members make up the majority of event attendees, the event will likely not qualify for funding (ex. awards banquets, mixers, etc.)

To be considered, your event must meet the following criteria:

- Open to (and designed to appeal to) the Pitt undergraduate student body;
- Alcohol-free;
- **Run to at least Midnight**
- Be held on a Friday or Saturday night;

- Located on campus;
- Easily accessible to all Pitt students.

Preference is given to programs that:

- Do not charge an admission or entry fee
 - **Begin at or after 10 P.M.**
 - Have programs that run past midnight
 - Receive funding from several sources
 - Collaborative efforts from multiple organizations
 - Are not serving as fundraisers for an organization or cause
 - Are likely to attract a large number of students
-

Grant Requirements:

Each student group that receives a mini-grant is responsible for assigning a student representative to the following tasks. Failure to complete the requirements will result in the student group not to be considered for a mini-grant award in the next semester.

Marketing

All mini-grant events must be aggressively marketed to the University of Pittsburgh student body. Applications should detail planned marketing efforts. All advertising must note that the event is *sponsored or co-sponsored by a Late-Night Mini-Grant*. All Mini-Grant events are submitted to the *Weekend Checklist* advertised by various sources, the week of the event. If any aspect of your event changes (location, event time, etc.) *you must notify the committee immediately*. If additional Pitt News advertising is required, please detail this in your marketing strategy.

Evaluation

The student representative must conduct an evaluation during the event. All attendees must complete a survey during the event. The survey is included in the application packet. Additional copies can be found online. The report and collected surveys must be turned in by the end of the semester in which the event was held. Turn in reports to Marian Vanek, Executive Director, Wellness Center (contact information listed on page 1).

Final Report

The student representative must complete a one-page, typed report. The report should describe the event in detail, including such items as the time, date, number of people, cost, etc. Be sure to indicate if the event was successful/ unsuccessful.

Accounting Follow-up

The student representative should contact the representative in the SORC regarding distribution of funds and additional payment options. The office is located at 833 WPU or call (412)648-7836. All payment processing and reimbursement is done through the SORC. Please contact the SORC in advance of making purchases for the event to ensure you are following appropriate

guidelines. You **MUST** have a list of all event attendees. This is required for payment processing.

Mini-Grant Checklist

Please refer to the checklist to ensure that your group is adhering to the requirements for the mini-grant application.

Pre-Submission of Grant

Prior to submission of your Mini-Grant application, please be sure to have completed the following items. Each of these will need to be indicated within the application.

- Confirmed room reservation
 - Confirmed detailed budget of items/costs
 - Confirmed marketing plan—acknowledge all sponsors of event
 - Confirmation of additional funding beyond mini-grant (if received or denied)
-

Submission of Grant

These items should be completed for your Mini-Grant application.

- Typed application, narrative and budget documents (Handwritten is not acceptable)
 - Proof of room reservation (a confirmation number will be sufficient)
-

Prior to Event

These items should be completed prior to your event.

- Be sure to inform the Mini-Grants committee of any changes in location, event time, etc.
 - Check with SORC about policies and procedures prior to making purchases.
-

During Event

These items should be completed during your event.

- Completion of evaluation survey by all attendees of event
 - Have an attendance list and make sure all participants sign in
-

After Event

In order to receive the allocated funds, these items should be completed immediately following your event.

- Submission of final report
 - Submission of evaluation surveys
 - Accounting follow-up with SORC
-

LATE-NIGHT MINI GRANT APPLICATION (REQUIRED INFORMATION!!!)

A. ORGANIZATION INFORMATION

Name of Organization (s)/Affiliate _____

Contact Person _____

Phone _____

E-mail _____

Second Contact person _____

E-mail _____

B. EVENT INFORMATION

Name of Event _____

Sponsoring Organization (if applicable) _____

Date of Event _____

Start Time to End Time _____

Location _____

Target Audience _____

Anticipated # of Pitt Students in Attendance _____

FOR OFFICE USE ONLY

Date Received: _____

Received by: _____

Date Reviewed: _____

Date notified: _____

Committee Decision: _____

Liaison assigned: _____

C. DESCRIPTION (Please attach the answers to the following questions)

The committee would like to see the following addressed in the application (a) explanation of additional funding (b) explanation of collaboration with other organizations(c) explanation of strategies to attract a large number of students.

1. How will your event support the purpose of the Mini Grant Program?
Purpose: To expand opportunities for students to participate in alcohol-free activities that will encourage healthy living and responsible citizenship.
2. Please provide a detailed description of your event.
3. How will this event be marketed to the University community?
4. For marketing purposes, please provide a brief introduction highlighting your program (limited to 50 words).
5. List all funding sources, including the allocated funding amount (i.e. fundraising, SGB allocations). Be sure to address the following:
 - a. Explanation of additional funding sources
 - b. If you were declined from an outside funding source, please indicate the reason.
 - c. An explanation if your group did not seek additional funding.

D. BUDGET

Please attach a budget that details the breakdown of all costs for your event (use attached blank budget). This should include specific details about budget items, such as quantity, individual cost, item explanation, etc. Refer to the example below as a guideline. **

**Please note that if full funding is unavailable, a detailed comprehensive budget will increase student group's opportunity for partial funding

BUDGET – (please provide details)				
Budget Items	Explanation	Requested Funds	Other Funding (if applicable)	Total Funds
Marketing				
Food				
Other				
TOTALS				

2019 – 2020 Mini-Grant Final Report
(for submission after event – Return copies to Marian Vanek, Wellness Center,
Nordenberg Hall)

Organization Name _____

Student Contact _____

Date of Event _____ Time of Event _____

Number of Attendees _____ Final Cost _____

Description of Event: (If possible, include photos)

**2019 - 2020 Mini-Grant Survey
Division of Student Affairs**

Are you 21 or older? Yes _____ No _____

CLASS STATUS (please circle): Freshman Sophomore Junior Senior Other

1. I am satisfied with this late night program.

Strongly Agree Agree Undecided Disagree Strongly Disagree

2. There is nothing to do at Pitt on weekend nights except drink alcohol.

Strongly Agree Agree Undecided Disagree Strongly Disagree

3. Other than this program, I have attended at least one Pitt sponsored late night program

Strongly Agree Agree Undecided Disagree Strongly Disagree

4. Overall I am satisfied with Pitt sponsored late night programming.

Strongly Agree Agree Undecided Disagree Strongly Disagree

5. I found this event was entertaining and fun.

Strongly Agree Agree Undecided Disagree Strongly Disagree

6. I would tell my friends about this event.

Strongly Agree Agree Undecided Disagree Strongly Disagree

7. I would attend this event in the future.

Strongly Agree Agree Undecided Disagree Strongly Disagree

8. I would attend this event rather than going to an event where alcohol is available.

Strongly Agree Agree Undecided Disagree Strongly Disagree

9. This event reduced my drinking or the drinking of other college students.

Strongly Agree Agree Undecided Disagree Strongly Disagree

10. Please list any additional comments, suggestions, etc.