

SGA Office Workers: Please stamp time and date received

Sawyer Fund Application

Sawyer Fund

• Who/What is it for?

The Sawyer fund is the interest garnered from the endowment fund that is held by the college. Any individual or organization can apply for funding.

• What are the stipulations of use?

The event *must take place on Smith campus* and be open to the entire Smith community *free of charge*. There are no exceptions to these guidelines. With this application, you are to submit a letter of intent with as much detail as possible describing the event (e.g., where/when it will take place, how it will benefit the campus, etc.) 14+ days prior to the event.

• Where does the application go? When can I find out the result?

The application should be turned in at the SGA office (CC206). Generally, if the application is turned in by **7:00 p.m. on Tuesday**, it will be acted upon at the SGA Cabinet meeting on Thursday. No applications will be acted upon during the dates of **Thursday, December 10th, 2009** and **Thursday, January 28th, 2009** or after **Thursday April 22nd, 2009**.

• Who can I contact for more information?

SGA Treasurer: Hailey Bird, hbird@smith.edu, x7767

I. Applicant Contact Information:

Name: _____
(Name/Name of organization and primary contact if applicable)

Extension: _____ E-mail: _____
Box: _____ Smith ID#: _____
Org Code (4 digits): _____ Account # (5 digits): _____

Total Amount Requested from Sawyer Fund: \$ _____

II. Event Information:

Brief description of event: (speaker, location, publicity efforts, date, etc.):

III. Proposed Detailed Budget:

Item Anticipated Cost

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

IV. Other Sources of Funding

Please outline other sources that you are soliciting for funding, including the amount requested from each source. Please also note if the applications are pending or have already been approved.

Funding Source Pending Approved Amt. Requested/Granted

_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Has your organization set aside any of your budget for this event?

V. Please read and sign the checklist

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.

SGA SAWYER FUNDING APPLICATION - CHECKLIST

Name or Organization: _____

Please \checkmark check all the way to the bottom:

____ I have read and understand the instructions.

____ I have already applied to Organization Resource Committee (applies to chartered organizations) or other sources of funding before coming to SGA (applies to individuals).

____ I have attached a brief statement about the event (including date, time, place, etc.)

____ I understand the event must be located on Smith campus and free of charge to Smith students.

____ I have attached a confirmed space reservation form for the event.

____ I understand that the Sawyer Fund can only cover up to half of the speaker's total cost.

____ I have attached an airfare quote for the speaker (if airfare travel is part of the proposal)

____ I have attached a hotel quote for the speaker.

____ I understand that I must bring original receipts to SGA office within one week after the event or beforehand if receipts are available, in order to receive reimbursement (not to exceed the pre-approved amount).

____ I understand that if the expenses are ultimately *less* than the pre-approved funding amount, the organization will be reimbursed only for the amount spent, and not the full pre-approved amount.

____ My signature certifies that the information provided and the answers to all questions are accurate on all forms submitted.

Signed _____ Date _____
(original signature required)

(Attach this sheet to your application)