

PHPD Student Group Funding Request Application

A Student Activity Fee is collected from all students enrolled in the Public Health and Professional Degree Programs. These funds are in part applied toward funding PHPD Student Groups. Funding requests can be made via this application to the Student Activity Fee Committee which includes the Assistant Dean of Student Services, Associate Director of Student Programs & Affairs, 2 PHPD Student Senate Members, and a Faculty Member. Approval of funding requests will be based on the merit of a group's application and availability of funds. Funds cannot be used to support academic or departmental related projects. All groups who receive funds will be expected to provide a spending summary for funds received to the Associate Director of Student Programs & Affairs. This report must come from a group-designated individual who will act as Treasurer for the group.

Funding Policy

- Maximum funding of \$500 per year, capped at \$250 per semester for the fall and spring.
- Student groups will not necessarily always be awarded the maximum.
- For start-up costs, new groups may request up to \$350 for the fall semester for maximum total of \$600 for the academic year.
- Supplies and document copies may be obtained in-kind through the Office of PHPD Programs.
- Honorarium funding is \$100 per speaker for a maximum of two speakers per year.

Application Process

- If applying for full semester/year of funding: include a detailed budget for that semester/year. Consider planned events, speakers, etc. and follow the guidelines detailed in the general student group budget request section on this application.
 - Include a statement indicating any fundraising your group will be doing in support of group operations, including estimated revenue from those efforts and include how each budgeted activity is in line with group's overall mission.
- If not applying for full semester/year of funding (e.g. requesting funds for a specific event): include a budget for that event/activity for which you are seeking funding. Follow the guidelines under Event and Speaker request field on below application.

Deadline & Notice of Decision

Application deadlines are: September 15th and January 15th. *Late submissions will not be accepted.*

Award/decline notices will be sent via email 5-7 days after the Committee meets. If the application is declined, a group may apply again by re-submitting it with revisions for review by the Committee at their next meeting.

Please provide the following information:

Approved Student Group Name:
President:
Treasurer:
Treasurer Phone:
Treasurer Email:

Type of Funding Request:

I am requesting funding for..... (check one) <input type="checkbox"/> Event/Speaker <input type="checkbox"/> General Student Group Budget
Has the group received event/group related funds previously during this academic year (regardless of source?) <input type="checkbox"/> Yes, Date & Amount Received: <input type="checkbox"/> No

Event and Speaker Related Request

Date of Event:

Event Title:

Please attach a letter describing the event that includes the following:

- Purpose of event and relevance to your group’s stated mission
- Group member(s) planning event and communication/outreach plan
- Anticipated attendance (size/composition)
- Speaker(s) name, affiliation, and brief bio
- Proposed budget for the event, including costs and revenues if any, amount requested and list of potential donations.

General Student Group Budget Request

Please attach the following:

- Detailed budget, including a list of events for the semester/year. Include all information required for events as detailed in above EVENT AND SPEAKER RELATED REQUEST guidelines.
- Statement of fundraising efforts to be pursued by group to fund activities/operations, including a fundraising plan (include type of fundraising), marketing/advertising and anticipated revenue.
- Student Group Advisor Name. **Advisor must affirm their support via email to olivia.zimra_turley@tufts.edu.*

Submit Application To:

Olivia Zimra-Turley, M.Ed.
Associate Director of Student Programs & Affairs
E. olivia.zimra_turley@tufts.edu P. 617.636.0406