

## Chartered Student Organizations Funding Application

Applicant Name: \_\_\_\_\_ RISO/Department: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Function/Program Title: \_\_\_\_\_

**Please use additional space on a separate sheet, if necessary.**

1. Provide a detailed summary of what you intend to do. Include when and where the event will take place. What are your objectives for your function/program funding?

2. Explain in detail how your function addresses each of the following areas:
  - [The University of Hawai'i Strategic Directions, 2015-2021](#)
  - Your organization's' program mission, goals and/or annual objectives
  - UH Hilo student recruitment, retention and student success goals

3. Who is your target audience and what is your anticipated attendance? What do you expect participants to learn from this function?

4. How will you measure participation and how will you know whether the expectations stated in question #3 were met?

5. Please attach an itemized budget for this request. *(see sample on website)* Prioritize budget line items in the order of most importance first.

- Priority 1: \_\_\_\_\_ \$ \_\_\_\_\_
  - Priority 2: \_\_\_\_\_ \$ \_\_\_\_\_
  - Priority 3: \_\_\_\_\_ \$ \_\_\_\_\_
  - Priority 4: \_\_\_\_\_ \$ \_\_\_\_\_
- Total Request: \$ \_\_\_\_\_

6. If the proposal is not fully funded by the CSO Fund, what is your alternate plan to secure the resources needed to ensure the success of this function?

**Chartered Student Organization Funding Application Agreement**

1. Signatures of the following representatives are required:

<b>RISOs</b>	<b>OR</b>	<b>UH Hilo Departments &amp; Programs</b>
RISO President		Applicant
RISO Advisor		Applicant's Direct Supervisor

2. Awardee must follow all CSO fiscal policies and procedures. Applicants who are not familiar with CSO fiscal procedures is responsible to consult with the CSO's representative assigned to them.
3. Award recipients are responsible for working directly with their assigned CSO and CSO representative to ensure that the paperwork is complete and timely.
4. All financial activity must be completed before the function date indicated on this application and a final report must be submitted within 30 business days of the completion of the function.
5. By signing below, I acknowledge that the CSO Funding Committee or funding CSO shall in no way be held liable for any claims, damages, causes of action or suits resulting from any activities of the awardee or its contractors. The awardee shall indemnify, defend and hold harmless the University of Hawai'i at Hilo, the CSO Funding Committee and/or their officers, agents and employees from any liability, actions, claims, suits, damages and/or costs arising out of and/or resulting from the acts and/or omissions of the awardee, its officers, employees, agents and/or sub-contractors occurring during and/or in connection with, activities that may be funded, in whole or in part, by the CSO Funding Committee provided to the awardee under this agreement.

\_\_\_\_\_

Print Program Applicant/RISO President Name

\_\_\_\_\_

Signature Date

\_\_\_\_\_

Print Program Supervisor/RISO Advisor Name

\_\_\_\_\_

Signature Date