

UNG Parents & Family Association Awards Evaluation Process

How to Apply

Eligible student organizations, departments and student groups can request funding by completing the PFA Award Request Form at any time during the year on page 2 of this document. Only requests that directly benefit UNG students will be considered. Any requests that are not accepted will be presented to the council for review as a denied request.

Application and Funding Process

- Complete a PFA Award Request Form and submit it to the PFA Awards Committee.
- Applications are reviewed monthly by the PFA Awards Committee.
- A representative of your organization may be asked to schedule a meeting with the PFA Awards Committee to discuss your request.
- Your organization will receive a decision on our funding request within 6 weeks after the submission of your request.
- If your organization's project is approved, the PFA Awards Committee will notify you when the funds will be available at the same time that you are notified of the project's approval.
- Receipts supporting the expenditure to be funded must be received by the PFA Awards Committee before payment will be made.
- If approved by the PFA Awards Committee in advance, a vendor may submit an invoice for payment.

Criteria

In determining whether a request should be granted and the appropriate amount of the request, the PFA Awards Committee will consider the following criteria:

1. Whether the group making the request is recognized and in good standing;
2. Whether the request is timely;
3. The total amount of funding available to student groups;
4. The amount of the request;
5. Whether the request demonstrates that the group has been diligent in determining and expressing its needs;
6. The actual cost involved and whether the group has attempted to identify a cost-effective approach;
7. Whether the group receives funds from other sources;
8. Whether the group has received funding in the past and how effectively and efficiently it has used those funds; and
9. Any other relevant and lawful factors.

Revised: November 6, 2015

UNG Parents & Family Association (PFA) Award Request Form

Return completed form to: PFA, c/o FYE Office, Stewart 302 or email to parents.association@ung.edu

Organization or group name _____ Date _____

Contact person _____ Phone _____

E-mail _____ Faculty adviser _____

Demographics of Organization

Total # of UNG-Dahlonge students in organization _____

men _____ # women _____ # cadets _____ # non-cadets _____

commuters/living off-campus _____

Has the organization previously requested funding? What was the request for and was it granted?

Purpose of organization:

Normal source of funding (dues, fundraisers, grants, etc.):

Description/Date of project to be funded:

How will this project specifically benefit the organization and UNG?

How will you evaluate the success of the project?

Total cost of project \$ _____

Funds available \$ _____

Amount requested \$ _____

Date funds needed _____

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