

STAC Funding Proposal Walkthrough



This document will walk you through the process of submitting a STAC funding proposal.

Questions regarding the STAC funding proposals can be directed to STAC@nau.edu.

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Important Information to Consider

All STAC-funded events must:

- Be open to ALL NAU students on the Flagstaff Mountain Campus.
- Take place on NAU's Flagstaff Mountain Campus.
- Appeal to a wide range of student interests/areas of study.
- Use card readers to gather attendance information - STAC will provide a staffed check-in table at your event.

Proposal Submission Information

- Proposals are reviewed during STAC meetings in the order they are received.
 - STAC meetings are currently held twice a week during Fall/Spring semesters. Council does not meet in Summer/Winter terms.
- **Proposals must be submitted a minimum of 45 calendar days prior to the event date.** Late submissions will be denied.
- Proposals **must include a budget spreadsheet** to be considered. Proposals submitted without this spreadsheet will be denied.
- Proposals **must include email approval** from appropriate entities. Proposals submitted without all necessary approvals will be denied.
 - CLUBS/STUDENT ORGS: must have Advisor approval
 - DEPARTMENTS: must have Director AND AVP/VP approvals
 - COLLEGES: must have Chair AND Associate Dean/Dean approvals
- Proposals **must refer to a singular event, or an event series with 5 or fewer events of related and similar nature.**
 - If a group is requesting funds for more than 5 events, separate proposals must be submitted to adhere to the maximum of 5 related events per proposal.
 - STAC reserves the right to request groups to resubmit proposals if
- The target audience should **focus on the currently enrolled NAU Flagstaff Mountain Campus students**, as this funding comes from NAU student activity fees that Flagstaff students pay.
- STAC **cannot** fund events that are organized to receive academic credit. Capstones, group projects, class assignments, and other academic projects are not eligible for STAC funding.
- STAC **cannot** provide funding for items/services used to fundraise. **Fundraiser events are not eligible for STAC funding.**
- STAC **cannot** allocate funds for gifts, awards, or contest prizes.
- **Funded items or activities must be available and free for ALL NAU student attendees.**
- Paid public ticketing will be required if the event involves STAC-funded catering for non-NAU public consumption. These ticket sales will reimburse the student fees used on the public.

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- Ticket prices should be a price comparable to the cost of the catering per individual.
- All ticketing must be organized through the NAU Central Ticketing Office (CTO).
- Ticket sales go to STAC to reimburse student fees used on the public and be used for more student events. Ticket sales will not be distributed to the group requesting funding.
- STAC does **not** fund items to be kept by the requesting organization, department, or college. **Reusable items must be returned to STAC**; STAC determines which items will need to be returned. This will be communicated with the group before purchased items are distributed.
 - If a group fails to return these items to STAC, the group will be financially responsible to reimburse STAC for the original value of the item(s).
 - If a group wants to keep reusable items from an event, STAC recommends using the group's own funding to purchase those items.
- If custom merchandise is requested, the STAC logo or an approved alternative **MUST** be used on the items.
- Items intended as marketing for future events are **not** eligible for funding.
- The **MAXIMUM** amount of funding for any single funding request is **\$10,000**.
 - If a group submits multiple proposals during the same academic year, the **total funds shall not exceed \$10,000**.
- If funded, funds will be dispersed through **direct payment of expenses** or through reimbursement to the student organization or department.
- Funded events must be marketed widely to all students on the Flagstaff Mountain Campus through a variety of print and digital means.
 - **STAC has a required minimum marketing plan that all funded groups must adhere to.** The details of this required plan are stated in the STAC Bylaws, which can be found at nau.edu/stac.
 - Failure to adhere to this marketing plan may result in funding being revoked.
- Requests can be funded fully, partially, or denied. **Funding is not guaranteed when a proposal is submitted.**
- **Funding procedures and stipulations must be followed to remain in good standing; failing to do so may result in funding being revoked.**
 - If STAC funding is revoked, any reimbursement/transfer of funds will not occur, and the group may be financially responsible for reimbursing STAC for any funds used.
 - Groups with infractions may also be placed under warning sanctions. Sanctions are determined by STAC. Sanctions may include, but are not limited to, the following:
 - Reduced maximum funding for the remainder of the academic year and/or following academic year.
 - Ineligibility for future STAC funding for the remainder of the academic year and/or the following academic year.

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Finding the Proposal Form

- To start, navigate to nau.edu/stac. Read through the webpage for important information regarding the STAC proposal process and guidelines.



[IN](#) > [Dean of Students](#) > [Student Activities Council](#)

Student Activities Council

The Northern Arizona University Student Activities Council (STAC) provides financial support for events that enhance and enrich students' lives on the Flagstaff mountain campus. Any department or registered student organization can seek funding through STAC.

Proposals must be submitted at least 45 calendar days prior to the event date.

All STAC-funded events must:

- Be open to ALL students
- Take place on NAU's Flagstaff campus or be virtual
- Appeal to a wide range of student interests/areas of study
- Use card scanners to gather information about student attendees – STAC will provide

Contact STAC

- ✉ STAC@nau.edu
- ☎ 928-523-4269

- A **completed budget spreadsheet** must be submitted alongside your proposal. You can download the template on this webpage (under “Required for your proposal” under “Proposal submission information”) by clicking the hyperlink. See [Budget Spreadsheet](#) for more information on this document.
- In addition, you must also provide **email approval from appropriate entities** with your proposal.
 - CLUBS/STUDENT ORGS: must have Advisor approval
 - DEPARTMENTS: must have Director **and** AVP/VP approvals
 - COLLEGES: must have Chair **and** Associate Dean/Dean approvals

Required for your proposal

All proposals must include a **completed budget breakdown spreadsheet**. Proposals submitted without a completed budget sheet will be denied. Please be sure to download and fill out the spreadsheet template BEFORE you start your proposal submission.

[Download STAC proposal budget breakdown spreadsheet](#)

In addition, all proposals must include **uploaded email approval** from appropriate entities. Proposals submitted without these approvals will be denied.

- CLUBS/STUDENT ORGS: must have Advisor approval
- DEPARTMENTS: must have Director **and** AVP/VP approvals
- COLLEGES: must have Chair **and** Associate Dean/Dean approvals

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- Locate the “Submit your proposal today!” button at the bottom of the webpage. Click the button to be taken to the Qualtrics form to submit your proposal.

Funding application

Proposals will be reviewed in the order they are received. If you have questions regarding your proposal please contact STAC@nau.edu or [928-523-4269](tel:928-523-4269)

Check out our new [Funding Proposal Walkthrough document!](#)

Proposals must be submitted at least 45 calendar days prior to the event date.

Submit your proposal today!

STAC Funding Proposal Walkthrough

Starting your Proposal

- Read through the information at the start of the proposal form. Underneath the written information, agree to the listed statements and enter your name to agree to STAC's proposal and funding guidelines.



The Northern Arizona University Student Activities Council (STAC) provides financial support for events that enhance and enrich students' education and college experience on the Flagstaff campus.

To submit a request for STAC funding, read the following instructions and complete the form. For questions regarding your proposal, please email STAC@nau.edu.

For a complete list of STAC funding policies, please visit the STAC website at nau.edu/stac.

I have read and agree to the STAC Bylaws in entirety.
The STAC Bylaws are available on our website at nau.edu/stac.

I agree

I understand that submitting a funding proposal does NOT guarantee funding will be awarded. A proposal may be funded fully, funded partially, or denied.

I agree

I understand that if my organization fails to adhere to the STAC Bylaws, any awarded funding may be revoked.

I also understand that if STAC funds have already been spent when a significant infraction occurs, my organization may be responsible to reimburse STAC for any funds used.

I agree

By signing below, I agree to the STAC Bylaws and statements written above.
Please enter your first and last name.

STAC Funding Proposal Walkthrough

Contact Information

- Provide contact information for your club/student organization, campus department, or academic college. This should be the group responsible for the event.
 - Please **list only ONE group in the Name of Club/Department/College box**.
 - The **Event Coordinator should be the main point of contact for planning the event**. This individual will be the one contacted about the proposal submission. Please list an NAU email address and current phone number.

Please provide contact information for your organization, event coordinator, and advisor.

Name of Club/Department/College
The named group must be the one who will sign the funding contract, if funding is approved.

Event Coordinator
The named individual must be the one who will sign the funding contract, if funding is approved.

Name

Phone

Email

- All groups must also provide information about who has approved this event request. These should be the individuals from whom you have received email approval for this event.
 - **CLUBS/STUDENT ORGS:** list your Advisor's information, twice
 - **DEPARTMENTS:** list your Director **and** your AVP/VP
 - **COLLEGES:** list your Chair **and** your Associate Dean/Dean

Club/Org Advisor, Director of Department, or Chair of Academic College

If you are a club/student org, enter your advisor's information.
If you are a campus department, enter your Director's information.
If you are an academic college, enter your Chair's information.

You must upload email approval of the event from the individual listed. You will upload this approval on the next page of this submission.

Name

Phone

Email

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Club/Org Advisor, VP/AVP of Department, or Dean/Associate Dean of Academic College

If you are a club/student org, enter your advisor's information again.

If you are a campus department, enter your VP's or AVP's information.

If you are an academic college, enter your Dean's or Associate Dean's information.

You must upload email approval of the event from the individual listed. You will upload this approval on the next page of this submission.

Name

Phone

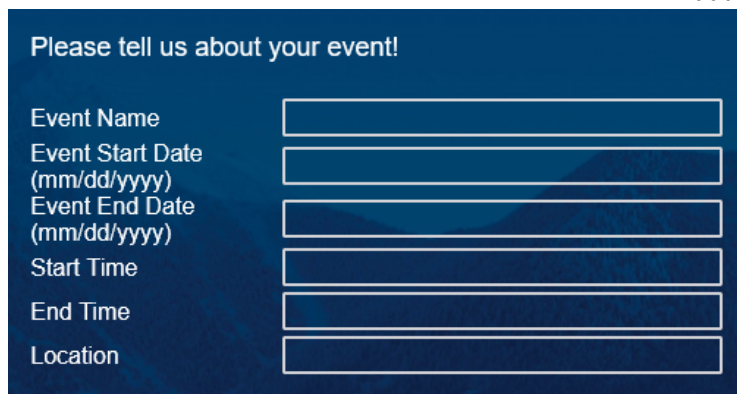
Email

- **PLEASE NOTE:** With the required email approval uploaded in the group's funding proposal, it is confirmed that the Club Advisor (for clubs/student organizations), Director and AVP/VP (for departments), or Chair and Associate Dean/Dean (for colleges) has approved the items, services, and outside professionals that will be involved in the event.

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Event Basic Information

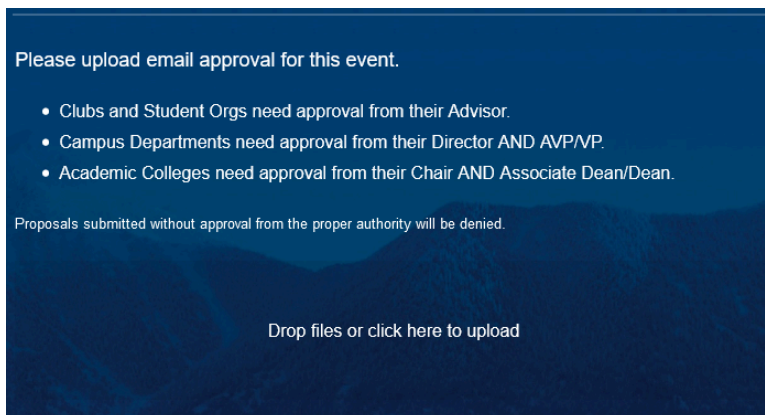
- Provide the name, date(s), time, and location of your event.
 - Be sure to enter the Event Start and End Dates in mm/dd/yyyy format.



Please tell us about your event!

Event Name	<input type="text"/>
Event Start Date (mm/dd/yyyy)	<input type="text"/>
Event End Date (mm/dd/yyyy)	<input type="text"/>
Start Time	<input type="text"/>
End Time	<input type="text"/>
Location	<input type="text"/>

- Upload the email approvals you received for this event. Upload all approvals in one document, preferably PDF format.



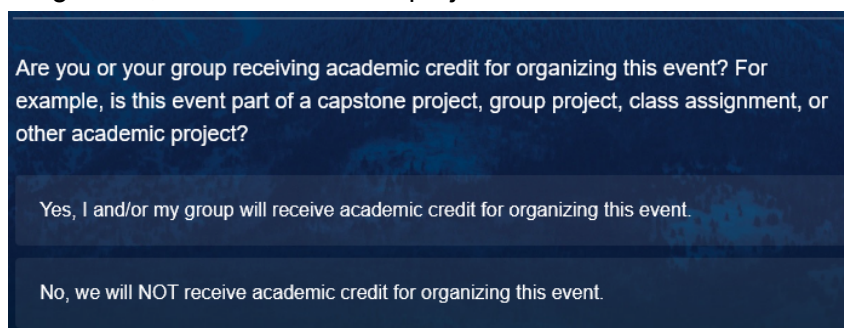
Please upload email approval for this event.

- Clubs and Student Orgs need approval from their Advisor.
- Campus Departments need approval from their Director AND AVP/VP.
- Academic Colleges need approval from their Chair AND Associate Dean/Dean.

Proposals submitted without approval from the proper authority will be denied.

Drop files or click here to upload

- PLEASE NOTE: With the required email approval uploaded in the group's funding proposal, it is confirmed that the Club Advisor (for clubs/student organizations), Director and AVP/VP (for departments), or Chair and Associate Dean/Dean (for colleges) has approved the items, services, and outside professionals that will be involved in the event.
- Declare if you/your group will be receiving academic credit for organizing this event.
 - For example: if the event is part of a capstone project, group project, class assignment, or other academic project.



Are you or your group receiving academic credit for organizing this event? For example, is this event part of a capstone project, group project, class assignment, or other academic project?

Yes, I and/or my group will receive academic credit for organizing this event.

No, we will NOT receive academic credit for organizing this event.

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- If you ARE receiving academic credit for this event, please elaborate on what kind of academic project this is a part of and the academic credit you would receive.

Please elaborate on what kind of academic project this event is a part of and the academic credit you will be receiving.

- Answer if you have already reserved your event location. If you have not reserved and confirmed your location, please list your backup option for the venue.
 - If you need assistance with reserving a location for your event, please connect with your club advisor and/or the [Campus Events Office](#).

Have you already reserved your location?

Yes

No

If you have not reserved your location, what is your backup option?

If you need assistance with reserving a location, please connect with your faculty/staff advisor! For departments and colleges, please reach out to the Campus Events Office (www.in.nau.edu/campusevents).

- Provide information regarding your event's expected attendance, past attendance, and ticketing.
 - First, provide your expected attendance and past attendance. These can be estimates if you do not have exact numbers.

Attendance

Expected Attendance

Past Attendance

- Declare if your event is open to the public or not.

Is your event open to the public?

Yes

No

Unsure/Maybe

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- PLEASE NOTE: if your event is open to the public and includes STAC-funded catering for public consumption, your event MUST require paid tickets for the public.
 - This is because STAC funds come from student-paid fees, and should be used on students.
 - Paid public tickets reimburse the student fees used on the public, so that more student events can be funded.

If your event is open to the public and involves STAC-funded catering for public consumption, your event must require paid tickets for the public. Ticket prices should be a comparable price to the price of catering per individual. These ticket sales will reimburse the student fees used on the public, so that more student events can be funded. All ticketing must be organized through the NAU Central Ticketing Office (nau.edu/cto).

I agree

- Declare if your event will be ticketed.

Will the event be ticketed?

Yes

Unsure

No

- If your event will be ticketed, please provide the price of tickets for students and the public (if applicable).
- You must also provide an explanation for why the event is ticketed and what ticket sale proceeds will be used for.

Anticipated Ticket Prices

NAU Students	<input type="text"/>
NAU Faculty/Staff	<input type="text"/>
Public	<input type="text"/>

Please explain why the event is ticketed and what ticket sale proceeds will be used for.

- A True Blue Connects form (for student clubs/orgs) or an Event Information form (for departments and colleges) must be submitted for events requesting STAC funding.
 - Be sure to indicate in those forms that you are seeking STAC funding.
 - If the appropriate form for your organization is not submitted, there may be a delay in processing your proposal.

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For student groups - have you submitted a True Blue Connects form yet for this event?

Yes

No, but I will submit one ASAP!

Not a student organization

For departments and colleges - have you submitted a Campus Events Event Information Form yet for this event?

Yes

No, but I will submit one ASAP!

Not a department or college

Be sure to submit a True Blue Connects form or an Event Information Form in addition to submitting a STAC proposal. Not submitting the appropriate form may delay the review process of your STAC proposal.

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Event Description

- Provide information regarding the description of your event, the purpose of the event, the benefit to students, and the history/inspiration for the event. **PLEASE BE AS DESCRIPTIVE AS POSSIBLE.** Vague and/or brief descriptions make it harder for us to approve your proposal! *There is a 50 character minimum for each response.*
 - **Description of Event (Overview):** this should include the overall concept of the event, especially what the event is going to include (itinerary and/or a list of activities).
 - **Purpose of Event:** this should include what and who the event is for. Please provide a description of WHY you want to host this event, as well.
 - **Benefit to Students:** how is this event going to enrich the lives of students on campus? Will this event involve any of the NAU LiveWell aspects? Provide a description of why this event will be beneficial for students to attend/participate in.
 - **History and Inspiration for Event:** where did the idea for this event come from? Has this event been an annual event in the past? Is this a brand new event that was inspired by something particular? Tell us what makes this event important to you.

Please provide the following information regarding your event. Please be AS DESCRIPTIVE AS POSSIBLE!
(50 character minimum)

Description of Event (Overview, include itinerary if available)

Purpose of Event

Benefit to Students

History and Inspiration for Event

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Marketing and Promotion Plan

- STAC has a required minimum marketing plan that all funded groups must adhere to. You must agree to each of the following requirements, as stated in the STAC Bylaws.

<p>Marketing and Promotion Plan</p> <p>STAC has a minimum marketing plan required for ALL STAC-funded events. Please review and agree to the following marketing requirements and expectations.</p> <p>At least 4 weeks prior to your event: Send all marketing designs to STAC@nau.edu for approval, BEFORE distribution of marketing. All marketing designs must be approved by STAC and SASI before they can be distributed, in print or digitally. We recommend creating the following versions of your design: poster (8.5x11" or 11x17"), square (1080x1080px), and digital slide (1920x1080px).</p> <p>I agree</p> <p>As soon as designs are approved: Display marketing on digital signage screens across NAU campus. STAC can assist with sending designs to Digital Signage.</p> <p>I agree</p>	<p>At least 2 weeks prior to your event: Put up at least 25 8.5x11" or 11x17" posters across campus buildings with building manager approval.</p> <p>I agree</p> <p>At least 2 weeks prior to your event: Post a social media-friendly version (square, 1080x1080px) of the event poster onto your group's social media page (e.g. Instagram, Facebook) at least once to your feed and once to your story. QR codes should not be used on social media posts, as they cannot be scanned consistently on-screen by all viewers. Utilize the links in your Instagram profile or add a hyperlink on other platforms like Facebook. Groups MUST review the NAU Social Media Guidebook AND tag @nau_stac when posting on Instagram. STAC reserves the right to ask for proof that this post(s) have been made.</p> <p>I agree</p> <p>In the 2 weeks leading up to your event: Participate in at least 2 tabling sessions to promote your event. Student clubs/orgs can request a "vendor space" through an event request in True Blue Connects. Departments and colleges can request a "vendor space" through the Campus Event Information form available through Unions & Activities.</p> <p>I agree</p>
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- If you plan to do any additional marketing efforts beyond what STAC requires, elaborate on those efforts and the timelines for each. Any costs of additional marketing MUST be included in your budget sheet in order to be considered for funding.
 - If you do NOT plan to do any additional marketing, elaborate on why additional marketing is not needed for your event.

Do you plan to do any additional marketing for this event, other than the minimum plan required by STAC?

Yes

No

Unsure

Please elaborate on any additional marketing plans. Please include timelines for these plans.

If you do not plan to do additional marketing, please explain why additional marketing is not needed for your event.

The costs of the minimum required marketing plan will be covered by STAC. Any desired additional marketing efforts and associated costs must be included in your proposal and budget spreadsheet.

I agree

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Budget and Expenses

- This section asks about your event’s budget, expenses, and funding sources.
- Upload your COMPLETED budget spreadsheet, using the template that can be downloaded from the STAC website at nau.edu/stac (see “Required for your proposal” under “Proposal submission information”).
 - If you do not submit a budget spreadsheet, your proposal will be denied and you will need to resubmit your proposal.
 - If you cannot upload the spreadsheet in .xlsx format, you can upload a PDF or a LEGIBLE photo of a printed copy.

Please upload your completed STAC Proposal Budget Spreadsheet. You can download the template at nau.edu/stac. If you do not provide a completed spreadsheet, your proposal will be denied and you will need to resubmit.

Drop files or click here to upload

Budget Spreadsheet

- A completed budget spreadsheet must be submitted alongside your proposal. You can download the template on this webpage (see “Required for your proposal” under “Proposal submission information”) by clicking the hyperlink.

Proposal submission information

Required for your proposal

All proposals must include a **completed budget breakdown spreadsheet**. Proposals submitted without a completed budget sheet will be denied. Please be sure to download and fill out the spreadsheet template BEFORE you start your proposal submission.

[Download STAC proposal budget breakdown spreadsheet](#)

- The budget spreadsheet is an Excel spreadsheet, with sections at the top for:
 - **Group Name:** the name of your organization that is applying for STAC funds.
 - **Event Name:** the name of the event that you are requesting STAC funds for.
 - **Event Date:** the date of your event.

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- **Total Request Amount:** this box contains a formula which automatically calculates the amount you are requesting by adding up the “Total Cost” column. You do not need to do anything to this box - leave it as is.

STAC Proposal Budget Breakdown

Group Name:	
Event Name:	
Event Date:	
Total Request Amount:	\$

- The remainder of the spreadsheet is intended for your expense information. Each expense should be one row in the spreadsheet, organized according to the categories in the left column.
 - **Marketing and Promotion:** this should include any expenses for marketing materials such as printing posters, ordering stickers, etc.
 - **Speaker(s) and Performer(s):** this includes any person or group that is to be compensated for their performance/service at the event.
 - Please note: NAU employees (including student workers) cannot be paid as a vendor for services provided, as they are already being paid by the university.
 - **Facility:** this should include any venue rental fees, equipment rental fees, staffing and labor charges, etc.
 - **Catering by NAU:** catering for events on campus can ONLY be provided by NAU Catering Services by Sodexo. To set up catering for your event, please visit NAU Catering’s online ordering website at <https://northernarizona.catertrax.com/>. If you have already started an order, please include the order number in the spreadsheet.
 - **Other Expenses:** this is a catch-all category for items that do not fit into the above categories, such as decorations.
- Each expense should list the following information:
 - **Item/Service:** What is the item/service being requested?
 - **Description:** Provide a bit more detail on the item/service.
 - **Purpose:** Why is this item/service being requested?
 - **Link/Source:** Where can this item/service be found? Online or in-store?
 - **Price per item:** What is the cost per individual item/service?
 - **Quantity:** How many of the item/service are being requested?
 - **Total Cost:** What is the total cost for the item/service? INCLUDE TAXES AND SHIPPING WHEN POSSIBLE.
 - **Notes:** Any additional information we should know about this item/expense.

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Category	Item/Service	Description	Purpose	Link / Source	Price per ite	Quant	Total Cost	Notes
EXAMPLE	Balloons	100pk assorted rainbow balloons	Balloon Arch at entrance of event	Balloons-Assorted-Birthday-Decorations-Accessories/dp/B07MKWXS1X/	\$ 12.99	1	\$ 15.35	Price includes tax and shipping.
EXAMPLE	Speaker/Performer	Speaker/Performer NAME and information	To provide entertainment/lecture at the event	Agency Company information	\$ 2,000.00	1	\$ 2,000.00	This is an ESTIMATED cost. Final price TBD. Contract is in progress with CPRM.
EXAMPLE	NAU Catering (order #12345)	Provide details on the requested items. Example: Brewed Coffee (3 gallons) Breakfast Club (x4) Orange Juice (3 gallons) Iced Tea (2 gallons)	To feed attendees at the event and incentivize attendance with free food.	NAU Catering	\$ 300.00	1	\$ 300.00	Food items can be listed on one line if an order is already made/in progress. You can also list each food item on a separate line with its individual pricing.
Marketing and Promotion	Printed posters (REQUIRED BY STAC)	Printed 8.5x11 OR 11x17" posters on cardstock	To promote the event	NAU Printing Services (nau.edu/order)	\$ 0.35	25	\$9, automatically covered by STAC if funding is approved.	Will include a white border around the edge
Speaker(s) and Performer(s)								
Facility								
Catering by NAU	INCLUDE ORDER NUMBER(S)							
Other Expenses								

- **Be sure to SAVE your spreadsheet in an easy-to-find location on your computer or device. You will need to upload this COMPLETED spreadsheet to your proposal.**
 - If you cannot upload the spreadsheet in .xlsx (Excel spreadsheet) format, you can upload a PDF or a LEGIBLE photo of a printed copy.

Total Cost and Funding Sources

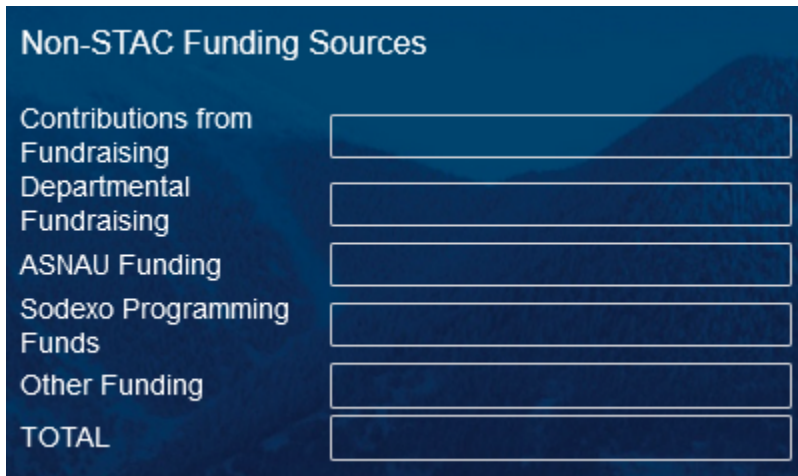
- **Total Cost of Event:** this should include ALL expenses for the event, including expenses that you are NOT requesting STAC funding for.

Total Cost of Event

- **Non-STAC Funding Sources:** list all amounts of funding that you have acquired for your event, including:
 - **Contributions from Fundraising** (funds your organization has raised personally)
 - **Departmental Fundraising** (funds provided by a department or college)
 - **ASNAU Funding** (reimbursement funds)
 - **Sodexo Programming Funds** (funds specifically for catering by NAU)
 - **Other Funding** (any other funds)

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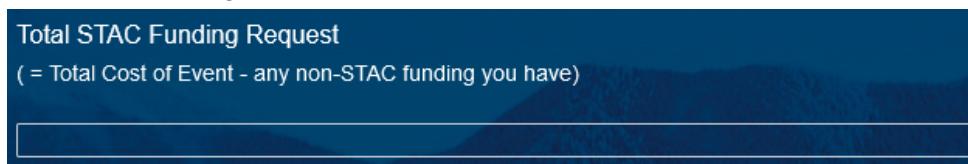
- **TOTAL** (the sum of all non-STAC funding you have)



The screenshot shows a form titled "Non-STAC Funding Sources" with a dark blue background. It lists six categories of funding sources, each followed by a white rectangular input field:


Category	Input Field
Contributions from Fundraising	[]
Departmental Fundraising	[]
ASNAU Funding	[]
Sodexo Programming Funds	[]
Other Funding	[]
TOTAL	[]

- **Total STAC Funding Request:** this is the TOTAL amount that you are REQUESTING FROM STAC. Please note: a single organization can only request up to \$10,000 per academic year. This can all be used towards a single event, but we cannot grant funds over \$10,000 per organization.



The screenshot shows a form titled "Total STAC Funding Request" with a dark blue background. Below the title is a subtitle: "(= Total Cost of Event - any non-STAC funding you have)". At the bottom of the form is a single white rectangular input field.

- Answer if you have attempted to secure funding from sources OTHER than STAC. If you have, please list the attempts you have made, even if no funding was received. This should mostly line up with your response to Non-STAC Funding Sources.



The screenshot shows a question: "Has your organization or department attempted to secure other sources of funding for this event?". Below the question are two radio button options: "Yes" and "No". Below these options is a text area with the prompt: "Please explain your attempts to secure additional funding." and a sub-prompt: "If you have not attempted to secure additional funding, please explain why additional funding is not needed for your event and/or why attempts have not been made to secure additional funding." At the bottom of the form is a white rectangular input field.

- Answer if STAC has provided funding to your organization in the past. If so, answer if STAC has provided funding for this specific event in the past.

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Has STAC provided funding to your organization in the past?

Yes

No

Has STAC provided funding for this event in the past?

Yes

No

- Let us know how you heard about STAC!

How did you hear about STAC?

Student Involvement Fair

Club Officer Training

Members of my student organization

Members of another student organization

Faculty/Staff

Poster/Flyer/Social Media

Other

- Clicking on the arrow button on this page will submit your proposal! You should receive an email that your proposal was submitted.***



STAC Funding Proposal Walkthrough

After Submitting your Proposal

- All STAC proposals are reviewed in the order they are submitted during scheduled meetings. STAC meets twice weekly during the Fall and Spring semesters. STAC does NOT meet during the Winter or Summer terms.
- The listed Event Coordinator and approvers will be contacted via email regarding your proposal, sometimes including requests for more information about your event. Funding decisions will be sent out via email to the Event Coordinator and approvers.
- If your proposal is approved, you will need to meet with the STAC Chair and advisor(s) to discuss your budget and to sign a funding contract.
- If funded, funds will be dispersed through direct payment of expenses or through reimbursement to the organization. Specific details of payment will be discussed during your meeting with STAC.