**APPLYING FOR FUNDING – STUDENT SPONSORED INITIATIVES (SSI)**

**(A)** In order to apply for MISC SSI funding, applicants must first submit a detailed budget proposal to the MISC Treasurer, and;

**(B)** The budget proposal must contain the following items;

i. Contact information including:

*a. Name of the Student(s) Applying for Funds*

*b. E-mail Address*

ii. Where applicable, the student organization that is requesting the funds

iii. The name of the event

iv. The date of the event

v. Summary of the event (major deliverables and outcomes)

vi. Itemized list of projected expenses for the event

vii. Total amount requested for the event

viii. Rationale statement explaining the reasons the student(s) or student organization is seeking MISC funding and how it benefits the student community as a whole

**(C)** When possible, budget proposals must be submitted at least one month before the event takes place

**(D)** The Treasurer is obligated to consider any application made for MISC funding provided that the application meets all requirements as stated in paragraphs 4(B) and 4(C).