

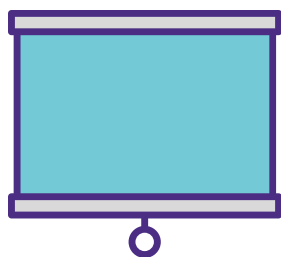


FUNDING PROPOSAL PROCESS AT-A-GLANCE



STEP 1

Submit a funding proposal request (linked on the Leadership Program Page on IHFS). This request includes information about your program (date, location, etc.). Any funding request must be submitted at least 12 days prior to the program date. After submitting the request, you must complete the funding proposal PowerPoint (using the template in the RCSA Resources library on IHFS) and send to rcsaadm@uw.edu.



STEP 2

Prepare for and deliver your funding proposal presentation during an RCSA general council meeting. Be prepared to answer questions about the request and your event (ie. how will you adjust budget if funding is not approved). It is necessary to include an itemized cost breakdown of any requested funds from RCSA (ie. 150 mugs from Dollar Store at \$1/each totaling \$164.25 with tax).



STEP 3

If your funding request is approved, you must advertise your event to the entire residential community. As part of advertising efforts, the RCSA logo must be displayed on your marketing materials. The logo files can be found in the RCSA Resources site on IHFS.



STEP 4

All purchases that are made for an event and allocated to the RCSA budget should be charged to cost center 238 119. Receipts and transaction detail statements must be sent to Matt at rcsaadm@uw.edu and Alexa at aforster@uw.edu no later than one week following the event.



STEP 5

After all purchases have been made for the event and the program concludes, complete the funding proposal follow up portion of the request you submitted. Note: the same student must fill out the request and follow up portions of the form.

PLEASE DIRECT QUESTIONS ABOUT THE FUNDING PROPOSAL PROCESS TO MATT AT RCSAADMN@UW.EDU