

Barnard College Student Government Association
Financial Review Committee
Endowment Proposal 2019-2020

Purpose: The SGA Endowment was created to finance projects that enhance the student experience for the largest possible number of Barnard students. SGA invites all Barnard students to propose a project that reaches the broadest number of students as possible.

In the past, approved Endowment Fund proposals have included: new printers installed in residential halls, new seating for the Diana Center, opening the Diana Center roof to student access during lunches, and the purchase of reusable thermoses for the entire student body.

Parameters of the Fund: The SGA Endowment Fund provides funding for projects that reach the largest and broadest amount of students in a financially responsible way. All accepted projects should enhance the student life at Barnard and/or contribute to the overall academic community.

In an effort to ensure proposals are reviewed responsibly, SGA will review all endowment proposals as follows:

Procedure:

- Applications will open **on October 29th 2019** on the SGA website (<https://barnard.edu/sga/finance/funds>) and will close on **November 26th 2019 at 5pm.**
- **All applications should be emailed to the SGA VP of Finance, tgg2001@barnard.edu, by the above deadline in order to be considered for the endowment. No extensions will be granted and no late applications will be reviewed. The Financial Review Committee (FRC) will review applications until **November 29th** and will contact appropriate administrators when necessary.**
- All applicants will receive an email from FRC by Friday, November 29nd as to whether or not their proposal fits the parameters of the endowment fund. Applicants whose projects are believed to be financially feasible and fit the guidelines of enhancing the student experience for the largest possible number of Barnard students will be asked to make a presentation at an **SGA Representative Council meeting (date TBD) between 8-9pm.**
- Each student applicant who is selected to make a presentation on will be paired with an appropriate SGA Representative Council or Financial Review Committee member. Each presentation will be reviewed by this SGA member before being presented to the student body.
- The FRC will discuss the top proposals as voted on by SGA Representatives and coordinate with the administration to ensure the financial and logistical feasibility of the chosen proposals.
- **Approved proposals will hopefully be announced within a week of the proposal presentations at the SGA Representative Council meeting**
- Proposals will be implemented over Winter Break and during the Spring Semester depending on the scale of the proposal.
- Throughout this process applicants may be contacted to provide additional information or to meet with FRC or relevant administrators about their proposal. Proposals may be re-envisioned for reasons of feasibility and the FRC will work with applicants to ensure the integrity and spirit of the proposal is maintained.
- ***Please save this file as Last Name_ First Name_ Proposal Name and attach the budget to your email with the application for the Endowment***

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Endowment Proposal Application 2019-2020

Student Information:

Name(s):

Email(s):

Class Year(s):

1. **Explain your proposal.** [The purpose of this question is for applicants to help the Financial Review Committee (FRC) understand the scope and intent of the proposal]

- 1.
2. **Please explain how this proposal will benefit the Barnard student community.** [The purpose of this question is for applicants to help the FRC understand the audience(s) this proposal is meant to reach within the Barnard community]

- 2.
3. **Have you spoken to any administrators/departments/SGA Representatives about this proposal? If not, which administrators/departments/SGA Representatives, if any, should be included in discussions of this proposal? Why do you think their input is important?** [The purpose of this question is for applicants to help the FRC connect applicants with various administrators/departments/SGA Representatives throughout the process]

- 3.
4. **Please complete, to the best of your ability, a separate estimated budget for your proposal and email it to tgg2001@barnard.edu along with this application. This budget should consist of a list of all costs of the proposal and an anticipated total cost.** [The purpose of this question is for applicants to help the FRC understand the scope of the project as well as the financial/logistical feasibility of the proposal]

Please note here any additional financial information you still need to gather that FRC should be aware of:

4.

5. **Please provide an estimated timeframe in which you believe this proposal should occur.**

[The purpose of this question is for applicants to help the FRC understand the estimated completion date anticipated if this proposal is accepted and implemented and whether it is time-sensitive]

5.

6. **If a proposal similar to yours has been implemented at another college/university/organization, please provide the relevant links and information of similar initiatives.** [The purpose of this question is for applicants to help the FRC see the feasibility and model of similar proposals]