

Student Activities Grant Initiatives * 2009-2010 Judging Criteria Form

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Application # _____

Review Date: _____

Student Group Name(s) : _____

Department or Individual Name(s): _____

Event Title: _____

GRANT AWARD INFORMATION		COKE PRODUCT INFORMATION (IF APPLICABLE)	
Administrative	\$		
SSF Event	\$		
Coca-Cola Activity/Event	\$		
Coca-Cola Development	\$		
Coca-Cola Academic	\$		
TOTAL GRANT AWARD	\$	Would the committee like receipts required?*	

*Awards over \$2,000 automatically require receipt submission; for all other awards, it is up to the discretion of the committee and/or a Student Activities Advisor

Minimum Grant Criteria	Yes	No	N/A	Additional Info	Notes
Does the application explain the event in clear and concise detail?				If no, what's missing?	
Does the application contain a complete and detailed budget?				If no, what's missing?	
Does the applicant show evidence of a sound and detailed marketing plan?				If no, what's missing?	
Does the applicant explain how they will utilize the grants logos?				If no, please indicate where you'd like them to utilize the logos.	
Has the group secured a room location?				Please list any comments, questions, or concerns the committee has regarding their location plans.	
Has the group indicated that they have secured the appropriate permits?				Please list any permits that you feel a Student Activities Advisor should discuss with the applicant(s).	

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Circle one: New event / Recurring event If recurring, has the applicant improved and/or made changes based on previous event evaluations?				If the event is recurring without any improvements or changes, the application is not eligible for grant funding.	
General Criteria	Yes	No	N/A	Additional Info	Notes
Is the applicant a student group?				If no, proceed to Coke Academic Grant	
Is the group applying for travel dollars or conference attendance?				If yes, proceed to Coke Development Grant and/or Administrative Grant	
Does the group intend to seek funding from Activities, Coke, or both types of grants?					

Administrative Grant Qualification	Yes	No	N/A	Notes
Does the event promote student development?				
Is the group seeking funding to support activities, programs, publications, or special events that offer opportunities for students to broaden their educational development?				
Is the group hosting a conference, attending a workshop, or participating in an on-campus development opportunity?				

SSF Event Grant Qualification	Yes	No	N/A	Additional Info	Notes
Is at least one of the groups listed a non-fee receiving group?				If no, group is not eligible for this grant initiative, proceed to the Coke initiatives	
Are there two or more partnering student groups?				If yes, group is eligible for up to \$1,000 per non-fee receiving group; if no, group is eligible for up to \$500	
Is the group seeking funding to support activities, programs, publications, or special events that offer opportunities for students to broaden their educational development?					

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Is the group planning to charge an admission fee?				Due to the nature of this grant, groups may charge outside guests an admission fee, but University of Minnesota students should not be charged for attendance.
If a partnership, have they clearly indicated how each of the partners will participate in the event planning and implementation?				Partnership is meant as more than just monetary support

Coke Activity/Event Grant Qualification	Yes	No	N/A	Notes
Is this an on-campus event open to all students, a community initiative, or an academic initiative?				
Does the event promote student development?				

Coke Development Grant Qualification	Yes	No	N/A	Notes
Does funding this initiative provide a benefit to the University community, a service to the broader community and/or enhance the group's performance?				
Is the group hosting a conference, attending a workshop, or participating in an on-campus development opportunity?				
Is there a plan in place for the group to share information with the larger campus community?				

Coke Academic Grant Qualification	Yes	No	N/A	Notes
If applicant is an individual, does the application describe how the development initiative is related to his/her educational development?				
If the applicant is an individual, has he/she received University departmental endorsement?				
If traveling, is there a plan in place to share information with the larger campus community?				
If a department, does the application describe how the on-campus event will benefit the University community?				

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Additional notes or specific items for a Student Activities Advisor to discuss with applicant:
