

Student Defenders

Student Government Funding Proposal

At most universities, students can apply for money allocated by student governments. This money often comes from student activity fees that all students pay at the beginning of the year—so don't be shy when applying for funds. This is your money.

Typically, funds will be granted for a specific event or project and will involve an application or presentation where members of the organization explain what they plan to do with the money. When filling out funding proposal applications, be sure that you have a clearly outlined budget and straightforward explanations for why your group's work benefits the campus community.

You'll also need to describe the program and project in great detail. This section is important because you have the opportunity to lay a good foundation and explanation for why a Student Defenders chapter, or more funding, is essential for the operations of your group. Here is an example of some of the information you may be asked to include in a funding proposal and sample answers.

Brief description of project/ program:

Students Defenders (SD) is a student-run organization dedicated to serving the student community by representing and counseling students through the university judicial process. SD strives to provide students with protection from the violation of their rights in the university, the judiciary, and the community. SDS is run entirely by student volunteers who have been specifically educated in student rights at _____ University.

Total amount of funds requested:

In this section you'll want to be as explicit as possible about the funds you'll need and how you will use them. For example, if you will need office supplies and promotional items to advertise the services that your group offers, you may want to include it in the funding proposal as follows:

Office startup cost: \$1,500
Promotional Materials: \$532.00
Office Supplies: \$209.96

Accounting for first year startup costs will be important, as you will need to make sure your office is suitable for files to be protected and maintained yearly. The specific items you may want to include in your first year budget are files, desks, chairs, staplers, and bulletin boards, among others.

Feel free to be more detailed when outlining what types of promotional materials and office supplies you'll need. Generally, when you are more transparent with costs, you can offer better arguments about why you need funding for specific items or why a funding cut will be detrimental to your organization. A blanketed, non-specific number being requested (especially a large one) may be outright rejected by those approving funds.

How will this project benefit the students and administration of _____ and provide opportunities for learning, growth and change?

Student Defenders is beneficial to the campus community for many reasons: it offers essential services to students going through campus judicial proceedings. It gives current students practical experience when advocating for fair proceedings. It assists the administration by prepping students on their rights and how the process works, allowing the university to hear more cases in a timely and more efficient manner.

The right to due process refers to the idea that judiciaries must provide fair and impartial procedures when determining a person's guilt or innocence. The same principle applies to judicial hearings on college campuses. If colleges and universities care about justice and the accuracy of their findings, they must provide fair and consistent procedures for both the accuser and the accused.

Student Defenders has the opportunity to teach students valuable lessons about justice—that it is more than merely the enforcement of the will of the powerful and the suppression of the powerless.

What other sources of funding have you received beyond funding from SGA/_____?

Be sure to disclose if you receive funding from other sources and how much it amounts to. You do not want to be put in a position where you have to explain to a funding board that you receive funding from other sources and are asking for a considerable sum from them as well.

What other alternatives did you consider, in addition to this request? (I.e. fundraising, sponsorship, etc.)

In addition to this request, we have looked into receiving funding from alumni and organizations that have a history of funding programs like

this. While we hope to receive additional funding from these sources, they are not as reliable or consistent as we need to sustain a Student Defender group. To maintain sustainability, we are looking for consistent funding from the university and outside funding to boost marketing and outreach.

Sample Annual Budgets

Office Supplies

Item	Price	Quantity	Total
Pens (36-count)	\$5.99	3	\$17.97
Legal Pads (12 pack)	\$8.79	8	\$70.32
Legal Folders (100 pack)	\$10.41	3	\$31.23
Highlighter	\$7.00	1	\$7.00
Tape refills (12 pack)	\$16.23	2	\$32.46
Staples (5,000 count)	\$5.49	2	\$10.98
Business Cards (50 per rep)	\$40.00	1	40.00
		Total	\$209.96

Promotional Material

Item	Price	Quantity	Total
T-shirts	\$1.97	100	\$197.00
Flyers	\$0.05	500	\$25.00
Brochures	\$0.15	500	\$75.00
Water Bottles	\$2.10	100	\$210.00
Stickers (500 pack)	\$25.00	1	\$25.00
		Total	\$532.00