



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

COST OF STUDENT ACTIVITIES (COSA) FUND APPLICATION

Welcome Letter

Thank you for your interest in applying for COSA funding support. The Cost of Student Activities Fund (COSA) was created to encourage and support organizational programming on the campus of North Carolina Agricultural and Technical State University. The fund was specifically created to enrich student life and increase student engagement through events and programming sponsored by NC A&T State University registered student organizations under the Office of Student Activities and in good standing with the Council of Presidents.

In support of student organization programming COSA fosters the continuance of intellectual development, cultural competence, and critical thinking; enhancing the overall campus experience for every Aggie. As such, student organizations are **STRONGLY** encouraged to put forth every effort in planning an event to examine how participation or attendance will enhance a participant's professional and academic development. This pertinent information will be utilized by the Council of Presidents Finance Committee (COPFC) to make careful and considerate decisions regarding the disbursement of Student Activity Fees in support of the funding request.

The COP Finance Committee is a student lead committee comprising both students and professional staff. The COPFC is advised by the Coordinator for Student Organizations, and reviews proposals of registered, and recognized student organizations (not funded by the university) applying for the use of COSA Funds to support organizational life, events, and programming on the campus of NC A&T State University. Committee members are trained in the approval guidelines, charged with providing an unbiased viewpoint, and promote the good use of Student Activity Fees; providing an equitable review of each proposal based on the information submitted.

COSA Funding Request Deadlines for 2018 - 2019 Academic Year

- Fall I: First Day of Programming through Fall Break
- Fall II: Fall Break – Last Day of Programming
- Spring I: First Day of Programming through Spring Break
- Spring II: Spring Break through Last Day of Programming

Funding requests must be submitted in accordance to the deadlines listed in the COSA Guidelines. They are reviewed twice a month (except over student breaks). Notification will be sent through the email list on the proposal with the funding decision within a week of the review. **All funding requests should be completed online by the stated deadline** via Orgsync, and can be found in your organization portal **under the Forms page**. If there are any questions about the COSA funding process, please contact the Council of Presidents Finance Committee (COPFC) at copeboard@ncat.edu.

Thank you and we look forward to reviewing your application!

The Council of Presidents (COP) Finance Committee
copeboard@ncat.edu



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1. **All student organizations must be registered with the Student Activities and Campus Involvement (OSA) and in 'good-standing' with the Council of Presidents (COP)** for the academic year in which funding is requested. Please note that all University Sponsored Organizations (USOs) are ineligible to apply for COSA funding. *USOs **include but are not limited to** the Council of Presidents (COP), Student Government Association (SGA), Joint Greek Council (JGC), Student Union Activities Board (SUAB), Residence Hall Association (RHA), and the Graduate Student Advisory Council (GSAC).*
2. Requests submitted by **organizations that have not completed their required registration and trainings** (i.e. Organization Registration, Organization Retreat, COSA Training, and Advisor Training, etc.) **will not be accepted/approved.**
3. **All items to be purchased or processed as a part of said request will be handled by the Office of Student Activities (OSA).** All items purchased as a part of the request will be delivered to OSA, inventoried and then given to the organization or their advisor for the event.
4. COSA Funds may be used to support a variety of student activities, including but not limited to fashion shows, talent shows, diversity related/cultural awareness initiatives, poetry slams, jazz cafes, lectures, workshops, forums, and other such activities.
5. **Organizations are eligible to request funding support up to \$2000 (Two Thousand Dollars) for the academic year.** Organizations who fail to register during the fall and are only registered during the spring semester are eligible for $\frac{1}{2}$ of the maximum funding support totaling not more than \$1000. **COSA funds are not available during summer session.** Organizations that co-sponsor an event with at least two (2) other organizations **may** be eligible for one (1) additional opportunity to utilize COSA funding assistance per year.
6. Organizations may request funding for one or more of the following categorizations:
 - a. **University Resources** – Security, Housekeeping, Audio Visual Services/Technological Equipment, Street/Lot Closures, etc.
 - b. **Speakers/Entertainment** – Speaker Honorariums (limited to \$600), Workshops, Lectures, Forums, DJ, Rental of Licensed Media, event contracts
 - c. **Event Production** – Decorations, Promotional Items, Rented Resources, Awards (Plaques, certificates, trophies)
 - d. **Organization Support-** Branding Materials (T-Shirts, table clothes, pens etc.), Shuttle Service, Professional Development/Leadership Opportunities
 - e. **Other** – Organizations may request funds for operating expenses that do not appear on this list if they are not prohibited; a rationale for inclusion will be required
 - i. **Requests for food at events where food is the primary purpose of the event will not be awarded** (i.e. banquets, dinners, etc.)
7. If COSA funds are awarded, all advertisements **MUST** include the COPFC logo or list the Office of Student Activities and Campus Involvement as a co-sponsor of the scheduled event.



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8. All groups applying for funding must advertise their event through the University, and select a marketing plan that will reasonably advertise the event to NC A&T students, who may not be members of the organization. Examples of campus-wide marketing might include:
- Flyers / Banners
 - Social media
 - OrgSync
 - University Announcements
 - Aggie TV
 - COP/OSA Calendar
9. COSA Funds (Student Activity Fees) cannot be allocated towards:
- Any NCATSU or non-NCATSU food vendors,
 - Paying for off campus venue spaces
 - Honorariums to NCAT staff or students for presenting programs
 - Salaries or wages to NCAT staff or students for participating in student activities, organizations, or athletics (excluding campus security)
 - Personal subscriptions, personal memberships, or group memberships
 - Donations
 - Monetary awards, or Gift Cards of any kind
 - Any event that includes or provides alcoholic beverages and/or any illegal substance/paraphernalia
 - Charities, scholarships, philanthropic efforts, or any form of organizational/personal gain
 - Events not targeted towards NC A&T students
 - Events that are not free or open to the entire NC A&T student body
 - Off-campus advertising (including postage & envelopes)
 - Any photography and/or videography expenses
 - Contributions or expenditures in connection with any political campaign (including primaries) on behalf of any candidate for public office, or financial support of any kind to organizations whose activities consist substantially of lobbying or other activities designed to influence legislation
 - Direct or indirect support of litigation against the University
10. The COPFC has the discretion to subject proposals to partial funding or if the cost per NCAT student is deemed excessive, or deny the funding request entirely. It also has the discretion to require organizations to contribute funds to programming. ***Groups may be required to explain their group's financial contribution to the event or if the group is not contributing financially, why no financial contribution is reasonably possible.***
11. Any items purchased with the Cost of Student Activities Fund are considered to be property of the University. **Upon purchase and use, all items must be returned to the Office of Student Activities and Campus Involvement.**



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12. If an **event is for revenue-generating purposes**, including, but not limited to registration fees, ticket sales, or other items for sale, **an application for Fundraising & Soliciting MUST** be completed, filed, and approved by the Office for Student Development (OSD) **BEFORE** COSA Funds will be awarded. Fundraising & Solicitation requests must be submitted 30 days prior to the event for approval.
13. **ALL** monies and/or tickets consigned out to the organization (most likely through the advisor) by the Ticket Office or OSA, should be returned the next business day following an event with all monies collected for reconciliation.
14. **Funds awarded for ticketed or revenue generating events, will be replenished under the Return on Investment (ROI) percentage rule.** The ROI is a floating percentage range depending on the amount of revenue collected. The percentage range is 10% for revenue \$1000 or less, 15% for revenue amounts between \$1001 and \$2000 and 20% for revenue amounts \$2001 and higher. All ticketed events must use **NUMBERED** tickets, procured either from the University Ticket Office or Student Activities (OSA). The beginning and ending number for tickets to be sold **MUST** be recorded, as well as the total amount of tickets sold for the event.
15. The Ticket Office will remit to the OSA a ticket sales report, and the appropriate percentage of the gross revenue from ticket sales will remain in the COSA fund, but only up to the amount awarded through the COSA grant. The remaining revenue will be distributed to the student organization within **THIRTY DAYS** (30) of receipt of the ticket sales report.
16. All student **organizations receiving funds from a revenue generating event MUST have a current direct deposit form on file in the University's Accounts Payable office before any disbursements will be made** to the organization. Failure to complete an up-to-date form may result in delayed payment. If an organization fails to complete the form by the end of the semester in which the event took place, all revenue from the sponsored event shall revert to the originating fund (COSA).

If you wish to submit an application for COSA Funding Assistance, please complete the form located here <http://bit.ly/NCATCOSA2018>