

Student Bar Association

Incentive Funding Application Instructions



Introduction

This document is meant to outline the process for which different entities can apply for funding. For more information about spending restrictions please see the SBA Bylaws and Constitution.

For this school year (2021-2022), we're still living in this weird, social-distance-y, COVID-inflected world. As such, please keep in mind that **these instructions might change next year**. Please be assured that you'll be in the loop if/when the criteria change.

Part of the Finance Committee's allocation philosophy this year was to allocate conservatively. Many organizations had a lot of money in reserves, and we want to see a trend of organizations spending down their reserves across the Law School. Still, we want organizations to be able to do whatever they want. So, **if you run out of money but still have things to do, please apply for incentive funding**.

In the interest of transparency, we have a little bit of a windfall this year in the incentive fund. As such, we're in the position to be more lenient in granting requests. **Nevertheless, a request for incentive funding may not represent a sustainable funding solution for any student group**. If you find that, for whatever reason, your spending is vastly outpacing your ability to fundraise and your SBA allocation, please see me! We can try to work out a funding plan together.

- Freddy Levenson
SBA Treasurer

All applications/proposals are due at least two weeks prior to the event date.
This is to ensure that the SBA has time to vote on it before the event happens.

Student Bar Association

Incentive Funding Application Instructions

Process

1. Step 1: **Fill out the Incentive Fund Request Application.** That's attached [here](#) at this spreadsheet. **You should fill out incentive funding applications for each event that needs separate OSA COVID approval.** As such, you can bundle things like mentorship programs or recurring meetings.
2. Step 2: **Wait.** If the request is under \$250.00, the SBA Treasurer can approve it without a vote. For requests over \$250.00, a full vote of the SBA is needed. This can take up to two weeks, depending on how close to the SBA meeting the request is submitted
3. Step 3: **Receive Decision.** You're entitled to be present at the SBA meeting where your proposal is voted on. Moreover, if you're not satisfied with the decision, you're entitled to appeal.

Eligibility

1. A student organization who requests SBA funding must be registered and in good standing with NYU School of Law and Student Affairs.
2. Programming entities that request funding must provide service to the student body and the specific program must target the student population.
3. Individual students or groups of students may request funding for a unique event but must obtain sponsorship from a registered student organization and/or programming entity. Under no circumstance will funding be granted to independent students. We would also prefer that funding requests be submitted by treasurers or presidents

SBA Funding Expectations and Limitations

1. Events and activities should be sponsored collaboratively, whenever possible
2. Contracts cannot be signed prior to funds being requested
3. Funds cannot be used for external conferences or conventions
4. Funds may exceed Maximum Potential Allocation in aggregate, but are subject to a number of factors (see Evaluation Criteria below)

Ineligible Requests for SBA Funding

1. Events that support and/or contribute to any private business, person, group, association or business except for services rendered
2. Employment of faculty, students, or civil service; unless authorized because of unusual circumstances
3. Contributions to outside charitable organizations
4. Payments of debts and previous expenditures

Student Bar Association

Incentive Funding Application Instructions

Things to Know

1. Late applications may count against the applicant.
2. A member of the applying organization/programming entity may attend an SBA meeting in which the purpose of the application will be discussed.
3. Organizations/Programming Entities requesting any dollar amount of funding for an in person event must secure OSA COVID pre-clearance for their event. No funding will be granted without this pre-clearance.
4. Organizations should attempt to obtain institutional support from another student organization, an office or department.

Evaluation Criteria

Per 8.2.4.3 of the NYU SBA bylaws, these are the factors that influence incentive funding and, specifically, whether incentive funding is included in a group's MPA:

- (1) Quality of planning and level of preparation
- (2) History of the event on campus and whether or not it is an annual event.
- (3) The Student Group's current account balance
- (4) Inclusiveness, co-sponsorship, accessibility, and planned outreach
- (5) Whether the event contributes to the intellectual, social, and professional community at NYU Law School
- (6) Whether the Student Group notified the SBA in advance of their intention to hold the event in the following fiscal year.

All rules and procedures listed here may be changed at the discretion of the SBA Treasurer and the SBA Board of Governors. If there are any questions, please contact the SBA Treasurer via email at sbatreasurernyu@law.nyu.edu

Student Bar Association

Incentive Funding Application Instructions

Tips & Tricks for the Application

The application is very similar to the one you filled out while requesting funding for the Fall. The one difference is that was an entire semester's worth of events, while for the incentive funding is for a single event line. We'd like you to include all the events that you're anticipating on requesting incentive funding for, but feel free to leave that section blank if you want to. Let's dive in:

1. The Top Sheet

- a. I think this is pretty explanatory. We just want you to show that you've spent all of our money, and you've done it wisely. We might follow up with you to ask what sorts of events you've been putting on, if we haven't seen it around campus.
- b. A factor that some people overlook on this page is the executive board. Executive Boards can signal how well-organized a group is: the size and diversification of positions is something that we value and think shows fiscal responsibility.
- c. Like for your Fall events, you'll be asked to break down the expenses/income/anticipated attendees. I've put it all on the Top Sheet this time just so it's all in one place, but please note that we will be looking at the amount of expenses (food/drink) for each anticipated attendee. SBA bylaws state that food costs should be kept from \$9.50-\$14.50 per each attendee.
- d. Our definition of "event" is really flexible. . Anything where two or more people are meeting can be classified as an event. Still, any event is subject to the pre-approval of the University: we don't want to be in a situation where you get money to do an event that the University can't do.
 - i. A side note on this: we might approve your funding conditional on the University's acceptance of the event. This just means that you'll get your funding if the event can go on.

2. Discretionary Assessment

- a. Similar to the Fall allocation process, you'll be asked to answer a series of questions to aid me/the SBA in considering your request. These questions are:
 - i. How does this event contribute to the law school and/or local community?
 - ii. Is your group collaborating with any other groups in putting on this event? If so, which groups are they?
 - iii. How does your group plan on making sure that this event is well-planned?

Student Bar Association

Incentive Funding Application Instructions

- iv. How, if at all (not necessary), has your group explored fundraising or sourcing money from external sources (Intellectual life funding, prominence fund, or ticket sales)?
 - v. How do you plan to make this event accessible? Examples include captioning, confirming accommodations if the event will be off-campus, etc.
 - vi. Have you obtained pre-approval from OSA for this event? Please attach the pre-approval if already secured - if not secured already, please explain details of the approval process.
 - vii. Are there any other factors which you haven't included anywhere else in this application that you believe would be helpful to the SBA in considering this request?
- b. Please take the time to thoughtfully and considerately answer these questions. We do read your answers, and sometimes the manner in which the questions are answered belies the answers themselves. As an example, if a group claims to ensure fiscal responsibility by taking time in their application, but has only provided one-word answers, we would see that as a little bit of a contradiction.

3. Past/Future Incentive Funded Events

- a. Most groups should **disregard** this tab. **You do not need to fill it out.**
- b. Still, if you have a significant amount of events that you want to request incentive funding for, let us know! This can be the springboard for a longer conversation about funding with your group. Moreover, we can help with getting more funding and devising strategies to sustainably expand your student org.

Thanks for reading all of this! If you have any questions, please reach out to me at SBATreasurerNYULaw@gmail.com or fml7625@nyu.edu.