

ASNIC Student Government

Funding Approval Student Task Force (FAST)

Club Guidelines for ASNIC Student

ASNIC Student Government funding to clubs is not available during the summer months except in special circumstances and with prior review of the ASNIC Student Government and written permission of the Coordinator/Director of Student Involvement. Appeals to this special exception process will need to be brought to the Dean of Students.

Section 3: Criteria and Guidelines for Grant Funding Projects

The following section outlines the rubric used to review FAST applications.

FAST will use a grant application grading rubric that has been developed to ensure requests align with the purpose of FAST as well as NIC's Mission, Vision, and Values. FAST members are required to complete the FAST Grant Application Rubric for each application. Digital copies of this rubric will be kept by the Department of Student Involvement staff.

Allocation decisions are made according to the following criteria:

1. Club financial management and responsibility (past and present).
2. Club organizational responsibility.
3. Clarity of the proposed budget.
4. Active campus involvement.
5. How funding the proposal will benefit the whole campus.
6. How funding the proposal will benefit students in the club.
7. How funding the proposal fulfills the club's Mission.
8. The funding proposal supports NIC's Mission, Vision, and Values.

Section 4: Review and Approval Process

The following section outlines the application process, dates, and review process after submission.

1. FAST reviews the application. Any outstanding questions will be sent to the applicant and the club advisor no less than five days before the FAST meeting.
2. FAST meetings are held weekly during the academic year. Clubs may formally present their application and answer additional questions. Attendance at the meeting is not required but strongly encouraged.

Clubs and Organizations that have failed to manage their money effectively are subject to the following:

1. FAST reserves the right to deny a club access to grant funding based on concerns related to properly managing grant funding until staff can conduct a review.
2. FAST reserves the right to levy the following penalties that may include, but are not limited to the following:
 - a. Loss of grant funds that have been allocated.
 - b. Loss of ability to apply for funding for a period of up to one year.
 - c. Request outstanding debts related to improper management of funds be collected from an outside agency.
 - d. Referral of the case to the Coordinator/Director of Student Involvement for review.
 - e. Clubs may be required to meet with FAST to provide additional details or documentation related to grant awards.

Section 6: Spending Guidelines

The following section provides spending guidelines associated with grant funding through the ASNIC Student Government. These funds

1. **Can fund** events that are open to the entire student body. An all-campus event must welcome all students and be publicized through a college outlet (e.g., posting flyers in highly trafficked campus areas).
2. **Can fund** resources such as books, magazines, and videotapes only if they are available for use by the entire North Idaho College community. Such resources must be held in the Molstead Library if the library wishes; if not, they must be available upon request.
3. **Can fund** hotel costs.
4. **Can fund** national and individual memberships that directly benefit the College.
5. **Can fund** conference registration expenses for each individual, not to exceed three hundred dollars (\$300) per person.
6. **Can fund** transportation to and from conferences.
7. **Can fund** the use of ground transportation for events that are open to the entire North Idaho College campus.
8. **Can fund** the transportation of Uber, Lyft, taxis, and other transportation at conferences.
9. **Can fund** the entire cost of a trip or conference (including transportation, lodging, and conference registration fees) for a full-time faculty or staff member advisor. Advisor attendance is required to travel.
10. **Cannot fund** tips-3(in)8(g)-30(u)-3(lty o)-5(r st)9(a)7p3th0.000(BT/0.00bt727 0 0 1p.00000912

13. **Cannot fund** any purchase of food for groups traveling off campus. This does not apply to meals that are included in conference fees.
14. **Cannot fund**

