



INNOVATION AND STUDENT SUCCESS FUND

The purpose of the Innovation and Student Success Fund at Austin Peay State University is to provide monetary resources and for institutional specific events, lectures, and workshop opportunities focused on innovation and student success. The goal is to encourage institutional culture through awareness, innovation and student success by promoting efforts of recruitment and retention for all faculty, staff, and students. It is also the hope that greater collaboration is established between the Office of Institutional Culture and registered student organizations, faculty, and staff.

APPLICANT ELIGIBILITY

Any registered student, student organization, faculty, or staff member may apply for funding from The Office of Institutional Culture Innovation and Student Success Fund.

FUNDING GUIDELINES

- Programs, events, conferences, or workshops must meet the purpose of the Innovation and Student Success Fund as stated above.
- Requests for speakers or performers must include biographical and/or press release information and be approved by the office of Institutional Culture.
- Payments for professional/artistic services must be arranged before the event (at least a month in advance). Contracts must be arranged and approved by the Procurement Office before the event occurs. The Office of Institutional Culture will, at times, process any vendor contracts on behalf of the sponsoring student organization (in conjunction with their advisor), student, faculty, or staff member.
- Please be aware that any entity (e.g., entertainers, caterers, etc.) that do business with the University are required to have adequate insurance coverage to protect both the vendor and the University in the event of a liability claim. The funds may not be used to pay any vendor, not in compliance with these policies. Please contact our Campus Risk Management Office for further details.

The maximum amount of any application is \$2000. Organizations and individuals

may only apply for funds once per academic year. Each department or organization shall be expected to share expenses for funded programs, services, and activities through its own resources. Applications that have indicated other sources of funding (e.g. academic and student affairs units, etc.) will receive greater consideration. If you request a higher amount, you must schedule a meeting with the Chief of Institutional Culture and Title IX Coordinator, LaNeeça R. Williams to discuss the additional funding request.

All advertisements, flyers, brochures, newsletters, etc., of events funded by the Innovation and Student Success Fund must have the following phrase printed on them: Co-sponsored by the Office of Institutional Culture. Failure to do so may result in the withdrawal of funding.

FUNDING RESTRICTIONS

What the Innovation and Student Success Fund will not fund includes, but is not limited to:

- Projects, activities, or services found in violation of state law and /or university rules, regulations, policies, and procedures or activities
- Use of race or ethnicity may not be considered in the awarding of I&S funded scholarships and financial assistance and specific consideration must be met prior to making scholarships or financial assistance awards based on sex
- Legally non-permissible targeted populations
- To substitute for general institutional funds to support programs for "all students" or for programs that do not align with the I&S program goals
- Gifts (any form of recognition)
- Events that are proselytizing in nature
- Closed events
- Political endorsements
- Expenses for fundraisers
- Equipment purchases
- Wages or salaries
- Purchase of alcoholic beverages or any activity or communication which incorporates a reference to alcoholic beverages or promotes or is supported by an alcoholic beverage manufacturer, distributor, sales organization, or vendor
- Payments to members of a campus organization for services rendered to that organization

- Honoraria and/or salary or service payments to University faculty and/or staff, or students

APPLICATION PROCEDURES

Funding requests must be submitted by 4:30 p.m. on the 15th or the following Monday if the 15th falls on a weekend day of each month. Any application submitted past 4:30 p.m. will be held until the following monthly allocation review if the event date falls within the designated time frame for that allocation hearing.

- Applications must be completed via email (Williamslr@apsu.edu).
- Each department or organization is limited to one (1) application per academic year.
- Only one application for an event will be considered.

The Chief of Institutional Culture/Title IX Coordinator reserves the right to refuse any incomplete applications for review. Submitting a detailed budget for your event is important. Allocation decisions will be based on the line item expenses listed in the application budget and reported to the Institutional Culture Committee bi-annually.

At the end of the event, workshop, conference, or program the requester must submit documentation to the Office of Institutional Culture (OIC) on how the funds were used to support the Innovation and Student Success Initiative. The form will be sent to the requester once the funds are approved and expected to be submitted back to OIC not later than 30-days after the event, workshop, conference, or program has occurred.

Project Details: Budget

Project Name:			
Contact/Department:			
Start Date of Project:			
Brief Project Description: <i>*Please include any collaborating partners or funders.</i>			
Amount Requested:	Conference Fee		
	Events Materials (e.g., posters, flyers, brochures)		
	Speaker Fee/Honorarium		
	Performer Fee		
	Catering		
	Resources (e.g., books, guides)		
	Tickets (e.g., educational events, theatre productions)		
	Other (explain)		

Please feel free to share more information about your project or event that will help us to determine the support needed.