

# A Wealth of Wellness: Guidelines for Funds

**Mini-grant funding is provided for events that are intentionally substance-free, provide options for students during times when substance use is most prevalent, and which support and/or promote wellness concepts. Priority will be given to programs scheduled during late evening and weekend night hours.**

1. **You must fill out an application for funding.** Applications are available in the Wellness Center, Chocorua Hall, 2500 North River Road.
2. **Applications and an itemized budget must be handed in at least three weeks in advance to be considered for funding.** If an application is not handed in at least three (3) weeks in advance, you may not be considered for funding.
3. Funding is awarded through check, petty cash or reimbursement. You are required to submit an invoice, contract or receipt with your application. Please have the original document. **Copies will not be accepted.**
4. **If working with contracts,** please be informed that in order to pay the performer the date of the event, your application must be handed in at least four (4) weeks prior to the event. If an application is submitted less than four weeks from the event, please indicate on the contract that the performer will be paid after the date of the performance.
5. **If funding is approved through reimbursement,** save and hand in all **original** receipts.
6. **Each student organization or resident assistant may apply twice per semester and may request up to \$100.00.** You will receive partial or complete funding depending on the availability of funds. Submission of an application is not a guarantee of funds. **Every effort will be made to accommodate sponsoring groups and the success of their programs.**
7. When publicizing the event, please include the Wellness Center as a co-sponsor on all promotional materials. As with any notices or publicity posters, you must have your materials approved and stamped in the Student Affairs office before posting.
8. An evaluation form and any paperwork/receipts related to payment must be submitted within 14 working days following the event to the Wellness Center.

I have read the guidelines above and agree to comply with them. I understand that, as the individual named as contact for the proposed event, I assume responsibility for the expenditure of funds provided by the Wellness Center and for the completion of all documentation necessary. I also understand that any violation of these guidelines will result in the group losing its ability to apply for funds in the next semester and all funds must be reimbursed to the Wellness Center.

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Name (signature)

Date

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Name (please print)

Social Security #

(over)

# A Wealth of Wellness

## *Application for Funds*

***FUNDING FOR FUN without tobacco, alcohol or other drugs!!!***

Sponsored by the SNHU Wellness Center

Please type or print clearly. Thank you.

Submit all applications THREE WEEKS IN ADVANCE to the Wellness Center, Chocorua Hall.

Sponsoring Organization(s)

Contact Name

Local Address of Contact Person

Local Phone Number of Contact Person

E-Mail Address

Name of Event

Event Date

Location

Describe the event. How will the event promote substance-free fun and wellness and what made you decide on this particular activity?

Expected number of participants?

Funding Request (not to exceed \$100.00)

How will this money be spent? Provide an itemized list of expenses and anticipated cost.

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FOR OFFICE USE ONLY. DO NOT WRITE IN THIS SECTION

Approved? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount of funding approved? \$ \_\_\_\_\_

Account Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Means of Funding? Petty Cash \_\_\_\_\_ P.O.\Check Request \_\_\_\_\_ Reimbursement \_\_\_\_\_

Comments?

(over)

