ISL Student Organization Guideline: Diversity Fund / Small Clubs Allocation Requests

ISL encourages organizations to seek out funding from a variety of sources including the Vice President for Student Affairs' Diversity Fund and the Student Government Association's Small Clubs Allocations. However, each of these funding sources requires thorough planning and attention to detail. Additionally, as ISL organizations submit requests to either the Diversity Fund or SGA, they are not only representing themselves, but also the entire department of ISL. Therefore, it is important that ISL organizations follow the necessary guidelines to have the highest chance for approval and to ensure the organization and ISL are perceived in a positive manner.

Informing: ISL expects that organizations discuss plans to apply for funding from the Diversity Fund and SGA with their advisor in advance of submitting requests. This will allow the advisor to guide your organization through the process of either funding request to make sure your organization is eligible for those funds. Further, by informing your advisor in advance, the advisor can provide suggestions and guidance on how to make your request more competitive and have a higher chance for approval.

Timing: ISL expects that organizations inform their advisor about their plans to request funding from either the Diversity Fund and/or SGA two months in advance. This will allow your advisor to guide you through the process for either fund and ensures that the organization has ample time to make a high-quality request for funding. Further expectations around timing and submission will be discussed between your organization and advisor as each fund request process differs.

For more information and fund-specific guidelines, please review the following:
- *Diversity Fund: https://studentaffairs.uga.edu/vp/content_page/diversity-fund*
- *SGA Small Clubs Allocations: https://sga.uga.edu/content_page/small_club_allocations*

Professionalism: Throughout the fund request process, ISL expects that organizations are modeling professionalism by ensuring the following:
- Documents/submissions are proof-read and spellchecked;
- Submitted budget materials are accurate;
- Communication throughout the request process is professional, courteous, and timely;
- Presentations (if applicable) are well-prepared and rehearsed.

These expectations are to ensure that your organization has the greatest success with requesting money from these two funding sources. Both the Diversity Fund and SGA Small Clubs Allocations are a great way for your organization to secure resources for your amazing events. However, if not approached correctly or haphazardly, your organization runs the risk of not receiving funding and possibly tarnishing the organization and ISL's reputation – which could have a larger, negative, impact on the ISL organization community.