Student Union Organizations interested in receiving funding allocation from the Student Union COVID-19 Financial Response Account must submit the following to FMB for review:

* Proposed budget/projected expenditures (pg #1)
* Narrative (pg #2)

**All documentation must be submitted to the Financial Management Board for review via email to** **fmb@nd.edu.**

ORGANIZATION INFORMATION

 Organization:

 Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

CALCULATED EXPENSES

Below, please type in a summary of the expenses you expect to incur for your proposed event or initiative, and please include a brief description of each individual bill or expense.

EXPENSE ITEM

BRIEF DESCRIPTION OF EXPENSE

AMOUNT

e.g. Marketing

Brochures (100x) and Posters (30x) from FedEx

$500.00

**TOTAL AMOUNT REQUESTED FROM COVID-19 RELIEF FUND:**

Managed by Financial Management Board

NARRATIVE

The information provided here will be utilized to determine an organization's eligibility to obtain allocations. As such, please feel free to use as much space as necessary in order to answer the following questions to the best of your ability. Student union organizations are only eligible to receive funding if they can prove that the allocated funds will go to support an initiative or set of initiatives that addresses concerns due to COVID-19, or addresses the unique circumstances of last semester and this current semester.

#1) Please provide a detailed synopsis (at least 5-6 sentences) of the event(s) or initiative(s) your group is seeking to implement; including dates, purpose, information about virtual nature of event, goals, etc. How will this event/initiative address your student group’s unique circumstances caused by the COVID-19 pandemic?

#2) Please describe a detailed breakdown of all projected costs of, fundraising efforts for, and expected revenue from of hosting and/or organizing this event or initiative.

#3) Please provide concrete details about how your organization's plans to use or has used the allocated amounts that were already distributed?