

Some basic tips on submitting budget requests to SABAC and GPAC*

Do...

- collaborate with other organizations to plan events and request funding
- check forms for spelling and grammar errors
- write your submission clearly and concisely
- be realistic about anticipated attendance numbers (don't exaggerate)
- be specific about who is and is not allowed to attend your event(s)
- ask for advice from UISG Chief Financial Officer, and/or SABAC/GPAC chairs well in advance of funding deadlines—late requests for feedback and assistance are likely to go unanswered
- include your name and the name of your student organization when corresponding with the UISG Chief Financial Officer, and/or the SABAC/GPAC chairs

Do NOT...

- submit funding requests after the published deadline – late submissions will not be considered
- submit a different budget for each event/activity (you should only submit one budget per supplemental funding period that contains all of your funding requests)
- request funding for events or activities that have already been funded or denied funding during the current fiscal year budget reviews (for example, don't re-submit something in Supplemental II that was already funded or denied funding in Supplemental I)

*following these tips does NOT in any way guarantee funding; it only helps to ensure that your submission is accurately reviewed by SABAC and GPAC.