

## **COUNCIL OF STUDENT BUSINESS ORGANIZATIONS (COSBO) DEAN'S FUND GRANT REQUEST PROCESS**

### **CATEGORIES TO APPLY UNDER:**

- Enhancement of COB Visions - Engagement, Impact, Innovation
- Professional Development
- Collaboration/Community Outreach

### **APPLICATION DEADLINE:**

To be considered for the COSBO Dean's Fund Grant, this application form must be submitted **no later than 7 days prior to the event/conference date** to the Dean's Office (MH120).

### **TO BE ELIGIBLE TO APPLY FOR THE GRANT:**

1. Student organization members requesting grant must be:
  - a. Fully admitted to the College of Business.
  - b. Enrolled in a minimum of 12-credit hours per semester.
  - c. Member or representative of the Council of Student Business Organizations (COSBO).
  
2. Application will be reviewed and approval notification will be sent to grant requester via email. Relevant form(s) can be found online or picked up at the Dean's Office for:
  - a. **Vendor Purchase** (Form FD35 and CS1407); *or*
  - b. **Expense Reimbursement for Student Travel and Activities** (Form CAO-21)
    - i. Please refer applicable Expense Reimbursement Allowances at University Travel website.
    - ii. All travel and expense items must adhere to University Foundation Policies.
  
3. Detailed original receipts/invoices must be submitted along with completed form(s) to the Dean's Office. Payment will be processed and made directly to:
  - a. Vendor at business address; *or*
  - b. Student – Will be notified for pickup at Business Services (WA 236)
  
4. Event/Conference Advertising:
  - a. To obtain approved College of Business logo on program, materials, and/or website, please contact the COB Communication and Events office at [cobcommunications@mnsu.edu](mailto:cobcommunications@mnsu.edu).
  
5. Post-Event/Conference Update:
  - a. No later than 7 days after your event/conference, contact the COB Communication and Events office at [cobcommunications@mnsu.edu](mailto:cobcommunications@mnsu.edu) to share your outcome, including pictures and a summary write-up (approx. 150 words).
  - b. Post-event may result in an article featured on MNSU College of Business website and/or printed publications (e.g. *In Review* magazine).
  - c. Failure of post-event/conference update may jeopardize any future grant awards for your organization.
  
6. Maximum grant amount to be awarded to a student organization is \$500.00 per year. Special circumstances may be accepted upon approval by the Dean.

**COUNCIL OF STUDENT BUSINESS ORGANIZATIONS (COSBO)  
DEAN'S FUND GRANT REQUEST APPLICATION**

**(A) COSBO Information**

- ❖ Representative Name: \_\_\_\_\_ Tech ID: \_\_\_\_\_
- ❖ RSO Name: \_\_\_\_\_ Position: \_\_\_\_\_
- ❖ Representative E-mail (*name@mnsu.edu*): \_\_\_\_\_
- ❖ Telephone Number: \_\_\_\_\_
- ❖ RSO Advisor (*COB Faculty*): \_\_\_\_\_
- ❖ Advisor E-mail (*name@mnsu.edu*): \_\_\_\_\_

**(B) General Information (Required)**

- ❖ Event / Conference: \_\_\_\_\_
- ❖ Date & Time of Event: \_\_\_\_\_ Location: \_\_\_\_\_
- ❖ Activity Description (*Please be specific*):

- ❖ What benefit(s) would the COB student body receive if grant is awarded? Please explain briefly.

**(C) Proposed Event Budget (Required)**

- ❖ Total Amount Requested: \$ \_\_\_\_\_
- ❖ Anticipated Number of Attendees: \_\_\_\_\_
- ❖ List all costs associated with this event (*e.g. advertising, printing, food, etc.*):

EXPENSE ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
<b>TOTAL AMOUNT</b>			

**(D) Income / Fundraising (If Applicable)**

- ❖ Fundraising Funds (*e.g. Hy-Vee, Pizza Ranch, ticket sale*): \$ \_\_\_\_\_
- ❖ Other Revenue (*e.g. donations, department contributions*): \$ \_\_\_\_\_
- ❖ Describe your income / fundraising efforts (*please specify*):

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For COB Dean's Office Use Only**

Organization	
Total Amount Approved	
Approved by the Dean	Date: _____
Approved by Development Director	Date: _____