

Middle Georgia State University

Office of Student Life

Guidelines for COA and/or Catering Grants

Small grants for RSO events/activities and/or catering may be awarded to recognized student organizations. Such events/activities must positively impact the quality of campus life at Middle Georgia State University. Campus events funded by COA grants must be open to the entire student body. Grant requests should be submitted at least two weeks in advance of the date of the proposed event/activity.

Mission

Grants may be awarded for RSO events/activities which: build community; promote faculty/staff/student interaction; celebrate cultural diversity; use the institution's technology resources; increase collaboration across units within the university; and are coordinated and aligned with the calendar of Student Life events.

Grant Limits

- RSOs may request up to a maximum of \$400 COA funding per academic year.
- RSOs may request up to a maximum of \$300 Catering funding per academic year.
- The maximum amount of \$400 COA and/or \$300 Catering funding cannot be exceeded for any one event even if multiple organizations are collaborating.

For example: Organization #1 & Organization #2 are collaborating to host a poetry night. If Organization #1 has been awarded \$400 COA and/or \$300 Catering funding for the event, Organization #2 cannot receive any additional funding for this event.

Grant Criteria

Grants may be awarded for RSO events/activities geared toward a primary audience made up of students. Grant applications are evaluated on:

- Program rationale
- Academic connection(s)
- Likelihood of garnering an audience of the desired size and composition
- Promotion plan
- Alignment with events currently on Student Life calendar
- Extent to which the program fulfills the University Student Life Programming mission
- Anticipated outcomes and benefits of event or activity
- Evaluation plan
- Proposed use of funds

Other considerations in the decision process:

- Significance of the event/activity and its overall prospects for success

- Event/activity's immediate and long-term impact on a well-defined target audience, which may and generally should include the university community at large
- The relationship of the event/activity to the goals and priorities of Student Life

Audience

Because COA Grants are funded with student activity fee money, such events/activities must have a primary audience of currently enrolled MGA students. Requests will first be evaluated on their likelihood of garnering an audience of the desired size and composition.

Special consideration will be given to events/activities that complement events currently on the Student Life calendar. Please remember to check the [Calendar](#) for other major events in order to avoid conflicting events.