

AOD Vandals After Dark Mini-Grant Funding Guidelines

Eligibility

- All officially recognized student clubs and organizations are eligible to apply for funding to sponsor an activity.

Requirements: Applications must meet the following minimum criteria.

- Activities must be open to all University of Idaho students.
- Activities must be held on a Thursday, Friday, or Saturday night. Vandals After Dark events are typically held at night between the hours of 9:00PM and 1:00AM. Events that start earlier in the evening and end before midnight will be considered if the adjusted time period would benefit the campus community or is being necessitated by partnership constraints.
- Activities must be no cost to attendees.
- Activities must be actively promoted to all students beginning at least ten days prior to the event date.
- "Vandals After Dark" activity must include posting the activity on the University Events Calendar, submission to the MYUI newsletter, and a minimum of three of the following promotional methods: Digital information boards (flat screens), social media (Twitter, Facebook, etc.) including re-tweeting any @VandalsAfterDark, posters, flyers, table tents, or bathroom stall promotions.
- All promotional materials must use the Vandals After Dark logo, as well as the Alcohol and Other Drugs – Vandal Health Education logo. Logos will be supplied after initial draft of flyer is submitted.
- Events should be held on campus or in a location that is easily accessible for students who do not have transportation.
- University policies must be followed when assessing risk, reserving rooms, and purchasing food.
- If space is limited then attendance will be determined on a first come first serve basis.

IMPORTANT: The successful applicant must agree to the following:

- Track attendance of all attendees at the activity by submitting a sign-in sheet.
- Return the attendance sheet(s), evaluation form and original receipts following the completion of the event. You will **NOT** receive funding if this step is not completed.

Preferences: Particular consideration will be given to applications that demonstrate the following:

- Cost-sharing. AOD Vandals After Dark funds are meant to supplement the activity, not serve as the entire funding source.
- New and fresh activities.
- Co-sponsorship – that is, sponsored by more than one student organization or group, University academic department, or University administrative office. Evidence of new partnerships will be evaluated favorably. Each partner must identify its role and responsibilities as a co-sponsor for the activity.

Funding Exclusions: AOD Vandals After Dark activity funds CANNOT be used for:

- Activities where alcohol or other drugs are present.
- Fundraisers that directly support the sponsor. A suggested donation at the door is acceptable provided the raised funds will be directed toward a charity or philanthropy.
- Activities scheduled during the winter and summer break.
- Annual activities that typically are funded by other campus funding sources.

Submitting an Application

- Applications must be submitted using our online application process found on our website: <http://www.uidaho.edu/current-students/vandal-health-education>
- To ensure groups have enough time to plan their events, the AOD Vandals After Dark Selection Committee will only consider applications in which the event start date is more than three weeks away from the deadline.

Transfer of Funds

- In order to be reimbursed your organization must have a W9 on file and have an established organization checking account or University budget number.
- The AOD Vandals After Dark Funding Committee will transfer all awarded funds to the sponsor's account or provide a check after the activity is complete and the attendance sheet, evaluation, and original receipts are submitted.
- Please note: Your organization will NOT receive funding if you do not track attendance and return the attendance sheet, evaluation, and original receipts.

Vandals After Dark Official Branding

- When advertising, promoting, or otherwise referencing AOD Vandals After Dark use the official Vandals After Dark and AOD-VHE logos. These will be provided after initial draft of marketing materials is provided. Consider utilizing the Department of Student Involvement's graphic design team in preparing your materials.

If you have any questions please contact:

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