

# Vandals After Dark Mini-Grant Funding Guidelines

## Eligibility

- All officially recognized student clubs and organizations, or students affiliated with a campus department are eligible to apply for **up to \$1000.00** to host a late-night activity.
- Groups of students who do not meet the above criteria should reach out to [aod@uidaho.edu](mailto:aod@uidaho.edu) to determine eligibility.

## Requirements

- Activities must be open to all University of Idaho students. If space is limited, then attendance can be determined on a first come first serve basis either at the door or via pre-registration.
- 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, social media (Twitter, Facebook, etc), and via posters/flyers across campus. Tagging @vandalhealth on Instagram is highly encouraged. For additional support marketing, please send marketing materials to Vandal Health Education.
- All promotional materials must use the Vandals After Dark logo, as well as the LiveWell/RecWell Vandal Health Education logo. Logos will be supplied after initial draft of flyer is submitted.
- Events should be held on campus. Exceptions may be made for a public location that is easily accessible for students who do not have transportation. (Some spaces require reservations).
- University policies must be followed when assessing risk, reserving rooms, and purchasing food.

**IMPORTANT.** The successful applicant must agree to the following:

- Create a detailed budget of expenses for event. An estimated budget must also be shared with VHE before the event takes place, then a detailed budget of actual expenses must be submitted after the event along with receipts
- Track attendance of all attendees at the activity by submitting a sign-in sheet.
- Ask all attendees to complete an event evaluation.
- Return the attendance sheet(s), evaluation forms, detailed final budget and original receipts within 14 days following the completion of the event. You will **NOT** receive funding if this step is not completed. *\*For Fall 2022, all documents and receipts are due by December 9<sup>th</sup>.*

**Funding Exclusions:** 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.
- See list of examples of "allowable expenses" from the Vandals After Dark budget template.

## **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/resources/vandals-after-dark>
- To ensure groups have enough time to plan their events, the Vandals After Dark Selection Committee will only consider applications in which the event start date is more than three weeks away.
- If awarded, representatives or leaders from the club or organization will be required to set up a meeting with the Vandals After Dark funding committee to go over funding processes, promotional materials, and more information in detail.

## **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 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 Vandals After Dark use the official Vandals After Dark and RecWell-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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