



The "Late Night" Fund



Purpose: To support and encourage non-alcoholic social events and social activities on Friday and Saturday (late) nights

Fund availability: All student organizations are welcome to apply.

The focus of this fund is to encourage creativity and new programming alternatives; however, groups looking for funding to enable an existing program to be open to and attract a broader segment of the student community may request funding.

The board is allocated \$40,000 annually to support as many weekends as possible. We are interested in funding events to the fullest extent possible. The board is also interested in providing support to sponsoring groups for the success of implementing the ideas presented. Although the average request for a weekend would amount to \$1,500, we foresee considering requests as small as \$100 and requests as large as \$3,500.

Preference given to:

- New, creative events or activities.
- Events or activities sponsored by more than one organization or group –especially those co-sponsored by organizations that have not traditionally worked together. Each sponsoring group must identify its roles and responsibilities for the event as a co-sponsor. A group can only apply for funding once a semester.
- Existing events traditionally funded by the Undergraduate Finance Board or other funding sources will not receive priority consideration.

Event or Activity Requirements:

- Events must be open to all Brown students.
- Events or activities must be non-alcoholic social programming alternatives.
- Events must be held on a Friday or Saturday evening, preferably not ending until after midnight. (Events hosted during reading period will not be considered.)
- Events should be held on campus, if possible. Off-campus events must provide transportation if it is not in walking distance; please include this in your proposal for funding.
- Event Coordinators must have an advisory meeting with a SAO staff member to develop an event management plan. The management plan will include how the sponsors will ensure that the event remains non-alcoholic.
- All events receiving funding must submit a post-event report to assist the board and future events in developing non-alcoholic programming alternatives at Brown. Any funding not used shall be returned to the funding board. All events receiving monies from this fund must coordinate their finances through the SAO.
- The Late Night does not support fundraisers where there is a charge or donation requested at the door to gain access. Any charge requested at the door for an event must be directed to support costs of hosting the event, and any remaining funds after the event are returned to the Late Night Fund for allocation to future events. Fundraising must be a secondary goal for the event. Groups may have a table on the side for donations to charity, but it must not be placed at the point of access to the event.

Advertising Requirements

- Events will be actively promoted to all students.
- Advertising will include the use of the University Calendar, the IPTV Promotion Screens on-campus and the advertising boards available in Faunce Arch.
- At events receiving funds, organizers will announce upcoming events supported by this Fund
- All events receiving funding will identify this fund as the source of their funds.

Timeline

- We encourage funding requests to be submitted early for consideration to enable time for the board to meet and to allow the organization time for proper planning. Our goal is to support events, and the sooner you contact us, the more we can assist in your success.

Funding Board

The resources will be distributed by a funding board consisting of seven students and two advisors. A call for nominations to the board will be made by the Student Activities Office to appoint a board with the following representatives:

- A representative of the Program House Council
- A representative of the Greek Council.
- A representative of cultural student organizations
- A student-at-large (four positions)
- Two advisors: one from the SAO and one from Health Education.

The board will meet weekly to consider requests, provide support to sponsors, review post-event reports, generate ideas and make recommendations for supporting non-alcoholic programming at Brown.



Late Night Funding Request

Sponsor(s) _____ Date submitted: _____

Groups	Group 1:	Group 2:	Group 3:
Contact Person(s)			
Position			
Phone			
Email			

Event Title: _____ Date of Event: _____ Fri or Sat? _____

Event/Activity Type: _____ Time of Event (prefer ending after midnight): _____

Event Proposed Location: _____ Anticipated Attendance: _____

Briefly describe your event (an attachment is needed to answer the following questions.)

1. Describe your social event. (Events must be social in its primary goal).
2. Provide information that speaks to your ability to be successful with the event or activity.
3. Provide clearly identified roles and responsibilities of each sponsoring group.

*** The board will provide advice and support to sponsors with the planning and implementation of ideas. Requests made early in the planning process will benefit from the added support and time to fully utilize the resources available.

Budgetary Needs - Please estimate the cost of the following:

Note - not all categories may apply to your event, please fill in all that apply (create attachments as needed)

Category	Amount	Description	Category	Amount	Description
Food			Transportation		
Decorations			Media Services		
Entertainment			Facilities		
Advertising			Supplies		
Other			Other		
Total Budget:			Amount of request from the LNF		

(please remember to add your attachment.)

Contribution - Please note other sources/amount of funding:

Note - not all categories may apply to your event, please fill in all that apply

Organization Budget: _____ UFB Budget: _____

Other funds (please list type & amount): _____

Events should be free to students or a small fee for entry to subsidize funding to support the event. Late Night Events are not academic in nature nor do they require an entry fee for fundraising purposes. The goal of the fund is to provide more fun, social options on Fridays and Saturday Nights.

Amount Granted:
SAO:

Post Event Report Received: Yes / No	Date:
SAO:	