

SAPFB Funding Application Tips

- Clearly identify the specific line items in your budget that are of the highest priority. Attach a detailed budget listing both sources of revenue and expenditures.
- Be explicit. Do not assume your readers are familiar with your organization or the projects for which it is seeking funding.
- Provide examples of the outcomes and impacts of your work.
- Do not overlook the obvious: make sure your organization meets all stated application requirements.
- Double-check all monetary figures for accuracy.
- Applicants are encouraged to download the funding application located at www.hawaii.edu/sapfb to ensure that all information is legible, to avoid any ambiguity and to ensure accurate monetary figures.
- Absolutely no changes can be made to an application once it is submitted.

SAPFB Evaluation of Proposals

The Board's decision to recommend funding is determined by many factors, including but not limited to, the significance of the event, the possibility of success, the availability of funds, and the history of past funding. The Board asks the following questions when evaluating proposals:

- Is the event well planned and the budget carefully thought out?
- Will the event, add to the diversity of co-curricular opportunities on campus?
- Is the event original and creative?
- What proportion of the UHM student body will benefit from the event?
- Will the event serve student needs?
- How often has the UHM RIO, UHM department or UHM-affiliated program solicited funding in the past?
- What is the degree of benefit in relationship to cost and the applicant's ability to pay the balance of the cost for the proposed event?
- Has the applicant secured matching or additional funding from other sources?