

Tips for applications and supporting budgets

- 1) All budget requests should be as detailed as possible. For example, a \$400 line item for food is not sufficient. What will the \$400 be spent on? In supporting the line item, we also prefer specific items (ex. 100 burritos at \$4) rather than per capita amounts (\$4 per person for 100 people).
- 2) With that said, we typically grant no more than \$3-5 per person for BBQs, and \$5-10 per person for lunches and dinners. This does not mean that you are guaranteed this funding for events with food.
- 3) Large expenses should be accompanied by supporting evidence: a quote from E33, invoice from a similar previous event, etc.
- 4) Make sure to take ticket prices into account and list them as a source of revenue.
- 5) Along these lines, please make sure to list all potential sources of funding, and the anticipated amount. This includes any additional funding boards you may be receiving money from (Finboard, Arts Grant, etc.) and any contributions collaborators are making to the event.

Specific guidelines for events with invited speakers/performers

- 1) All events with invited non-MIT performer(s)/speaker(s) must be organized with SAO staff. Initial conversations with SAO about the event must take place before submitting the LEF or ARCADE application.
- 2) We encourage inviting people from the Greater Boston area, and if needed, the New England area. For events with clear campus-wide appeal, we are open to funding REASONABLE travel and lodging expenses.
- 3) If requesting for travel and lodging expenses, please include actual quotes from airline, travel agency, car rental, etc.
- 4) By default, we do not provide honoraria, especially if the speakers/performers are recent alums. This includes honoraria to be donated to charity. If honoraria are absolutely required, please speak with a SAO staff member before applying.
- 5) Please provide any correspondence with the invited speaker/performer up to the application date. If none are available, please explain the extent to which your group has contacted with the intended speaker/performer.
- 6) Expensive performance fees and travel expenses (>\$2k) are generally not considered because of our limited available funds.