HHC Funding Board Information

The information below describes the process for seeking resources from the HHC Funding Board, including directions for completing the application for funds. Any questions about the application form, the process, or related questions should be e-mailed to the HHC Funding Board Directors at hhcfb@indiana.edu.

What is HHC FUNDING BOARD Funding?

- The Hutton Honors College Funding Board is located in the Hutton Honors College at 811 E. 7th Street. The board provides support to Hutton Honors College individuals or HHC student groups by helping them obtain funding to enhance their organization and/or events. Initiatives pursued by any organization or individual must serve Hutton Honors Students and/or Indiana University students, or a philanthropic purpose, in order to receive some or all of requested funds. Any HHC student or student organization will need a faculty or professional staff sponsor for their event. If you are an HHC student organization, the advisor for your group can serve as a sponsor. If you are an HHC student (who is unaffiliated with an HHC student organization) making the request, you will need to ask a faculty member or professional staff member to serve as your sponsor.

- The HHC Funding Board was created to provide monetary assistance to Hutton Honors College students or student organizations for events, diversity or philanthropic initiatives, student awareness programs, and speakers, among other things.

- The HHC Funding Board is composed of HHC faculty, staff and students, and meets several Friday afternoons during the semester from 1:15-2:00 p.m. at the Hutton Honors College building. The Board will hear presentations from HHC organizations or individuals and then vote on the funding allocation.

Who Can Apply?

- Any Hutton Honors College student or HHC student organization can apply.

How Do I Apply For Funding?

- Download an application here: http://www.indiana.edu/~iubhonor/FundBoard/Apply.docx

- All applications must be electronically submitted to the HHC Funding Board (hhcfb@indiana.edu).
The HHC Funding Board will meet at 1:15 p.m. one or two Friday afternoons a month. After you submit your application, you will be notified to attend a hearing when you will need to present to the board. In order to have your application reviewed and a timely decision made, applications must be submitted at least one week prior to the next scheduled HHC Funding Board meeting. (The meeting schedule is attached as an addendum to the application.) If you are not available between 1:15-2:00 on Friday afternoons, you will need to submit your schedule for the week so an alternative meeting can be arranged. A mutually satisfactory time for you to meet the board outside of the regularly scheduled meeting time is not guaranteed.

A brief presentation (five minutes) will be required from all HHC students or HHC organizations requesting funding.

The HHC Funding Board will make funding decisions and will notify each applicant by the Tuesday following the Friday board meeting. Each awardee will receive a line-item approval of the funding granted and funds will be dispersed to the organization’s Student Organization Account (SOA) within a week of the funding board meeting, if the application is approved. HHC students or student organizations without an SOA account will need to pay for the costs of the activity up front and will be reimbursed. If you have an SOA account, the original receipts are to be submitted to the SOA, and you will submit copies to HHC Funding Board within five days of the event. If you do not have an SOA account you must present original receipts to the HHC Funding Board within five days of the event. In either case, you must present original receipts or copies by appointment to HHC Assistant Dean Lynn Cochran, (lcochran@indiana.edu) within five days of the event. The only expenses that can be reimbursed from board-approved events or initiatives are those for which original receipts are presented. To facilitate the review of your receipts, please attach your receipts (either originals or copies) to a page that lists your charges by type of charge and amount. Each individual or organization that is granted funding from the HHC Funding Board must keep copies of all receipts for their own records.

For More Information:

- Contact the HHC Funding Board at the email address hhcfb@indiana.edu.

Some Important Guidelines

- In most cases, initiatives and projects are to be awarded to organizations that are composed primarily of Hutton Honors College students and/or involve activities that primarily serve Hutton Honors College students.
- In most cases, initiatives having an educational or service orientation will be looked on more favorably by the board than those with a social or entertainment purpose.
- No block grants (to cover a full semester’s activities, for example) will be approved, and any individual or organization proposing initiatives involving programming that extend
beyond one semester will be asked to revisit the committee at appointed times to provide updates on the project before later installments of funding are approved.

- A student organization must have at least one (1) member present at the HHC Funding Board meeting to deliver a brief (five minute) presentation. Individual applicants must apply in person.
- Funding may only be used for the event / date and line item expenditures that are approved by the Board. If there is any confusion as to the appropriate use of the approved funds, please contact the HHC Funding Board.
- All receipts must be submitted to Lynn Cochran, (lcochran@indiana.edu), HHC Assistant Dean, within five (5) business days of the initiative. (You must set up an email appointment to meet with Dean Cochran to submit your receipts.) If funding involves the payment of an entertainer, presenter, operational laborer, or any other person: three forms must be submitted, which can be downloaded from the Student Organization Account Web site at SOA@indiana.edu. These three forms are the: 1) Statement of Service form, 2) W9, and 3) DV payee certification). All three forms must be submitted to the SOA office in Franklin Hall before the service provider can be paid. (You are required to keep photo copies of all your receipts and all three forms.) Your organization cannot pay the service provider without this form on file. If you do pay them and then seek reimbursement from HHC Funding Board, you will not be reimbursed.
- For those organizations with an SOA account: Funding that is not used, though allocated to the organization, may not be “deposited” into the organization’s account for its own use nor otherwise retained by the organization. Any and all allocated funds that are unclaimed (i.e. no original receipts are presented) must be returned to the HHC Funding Board within a week after the event receipts are submitted to SOA and to the HHC Funding Board. (To reimburse the HHC Funding Board, the organization’s treasurer must approve a transfer of funds from the organization’s account back to the HHC Funding board’s account.)
- For individual HHC students or HHC student groups without SOA accounts: Individuals or groups without SOA accounts must pay for their activity expenses themselves and then submit receipts to Assistant Dean Lynn Cochran in order to be reimbursed. However, no individual or group can pay a service provider from their own pocket. See above for instructions on how to download the three forms relating to payment of service providers and how to turn them in to the SOA office in Franklin Hall.
- A one page reflection on your event must be completed and submitted to Assistant Dean, Lynn Cochran (lcochran@indiana.edu), along with your receipts (again, by appointment within five days of your event). We would like to know how many people attended the event, how many attendees were Hutton Honors College students, and, in your estimation, whether the event/initiative was successful. We would also like to know how you determined its success (or lack thereof), and how you would design or administer the event/initiative differently were you to do it again.