How-To Guide for External Funding Requests
Brooks House Congress

Objective of External Funding
The Brooks House Congress seeks to support, facilitate, and publicize academic, social, and service-oriented programs and events throughout campus life that will directly benefit the members of Brooks College House and will enrich the community as a whole.

Making a Request
1. **Email us:** submit a brief summary of your request by email to the Brooks House Congress address (brookscongress@fandm.edu) no later than the close of business (5:00pm) on a Friday before the meeting.
2. **Await confirmation:** the President or Secretary-Treasurer will reply to your message confirming that your request is on the Congress agenda for that week. Please note that the Executive Board has discretionary right to withhold a request from the agenda.
3. **Come see us:** the Congress convenes at 7:30pm on Sundays in the Brooks House Seminar Room and external funding requests are heard at the beginning of meetings. Please arrive punctually, as requests will be heard in the order in which their representatives appear.
4. **State your case:** be ready to give a two-minute description of your organization, why you are requesting funding from us, and how much you are requesting. See the guide on the reverse about strategies for improving your chances of getting requests approved.
5. **Take questions:** after your presentation, the President will open the floor for members of Congress to ask you questions. After the members of Congress are satisfied, all requesting representatives will depart and Congress will debate each request.
6. **Await the decision:** the Secretary-Treasurer will email you within 24 hours with the Congress’ decision. If your request is granted, please respond to the Secretary-Treasurer with the account number to which the funding is to be wired.

Important Information
1. The Congress will ignore any request that is not made formally by a representative of the requesting organization during a regular meeting. Similarly, external funding requests will not be considered by email vote.
2. If you arrive late and the time for external funding requests is over, you may only be heard at the end of the meeting if time allows and at the discretion of the President.
3. It is advisable to have your organization’s agency account number ready and with you when you come before the Congress to expedite the process of wiring funds. Otherwise, as wire transfers may take several days to process, you must submit the account information to us via email no later than 24 hours before your event/program.
4. The Congress does not provide any retroactive funding and does not provide retroactive reimbursement for external groups. If you do not submit the account information to us no later than 24 hours before your event/program, you will forfeit the funding.
5. If your event/program includes any publications, please include “Brooks College House” as a sponsor. If you intend to include our House crest in any publication, please email the above congressional address for an official rendition.
6. Any funds granted by the Congress that are not spent must be returned to the House account as soon as possible after the event and are not transferable for any other use.
Historically, the Brooks House Congress has...

- Provided special funding for popular, open campus events that we felt would enrich the community, where other possibilities for funding have been exhausted
- Subsidized or purchased tickets for a certain number of Brooks students to attend an event
- Funded “cost per head” to send a certain number of Brooks students to a free event
- Sponsored a table on behalf of our House at a special event or charitable function

The Congress will NOT fund:

- Private events to which few or no Brooks House students are invited
- Anything that should be paid for in full by another entity such as Club Council, including team trips costs, equipment, gas/mileage rates, etc.
- Direct donations to charity
- The general operating expenses of any group that is not directly tied to the House
- Any event/program that has already happened – no retroactive funding

Tips to improve your chances of getting funded:

- Before coming to us, try to exhaust all other resources for funding. Historically, sources have included the President’s Office, Dean of the College, Club Council, Diplomatic Congress, Office of Multicultural Affairs, Office of the College Chaplain, &c.
- Let us know how much money you are requesting from each House, and how much the other Houses have already granted you. This information is helpful to us, but ultimately does not guarantee that we will grant your request.
- Give us a cost per head for your event if you are not selling tickets. We are more likely to sponsor a certain number of Brooks students to attend than to fund an event outright.
- Remember as the school year ticks away, so too does our $15K operating budget. It is advisable to make requests as early in the year as possible and to be realistic.

Prepare to answer these questions:

- How large is your event/program?
- How many Brooks students do you expect will be in attendance?
- Have we funded this event/program in the past? If so, how much have we given you?
- How much have the other House granted you?
- What is the ticket cost/plate cost per person?
- Where else have you sought funding?
- Have you obtained the necessary authorization to hold this event/program?
- How are you seeking to minimize costs?
- How are you advertising the event?

IMPORTANT NOTICE

Any group that knowingly misrepresents an organization’s planned use of funds to the Brooks House Congress or that willfully misuses granted funds in any way will be indefinitely barred from requesting funding from the Congress. All such unauthorized activity will be reported to the organization’s advisor, Club Council, and the school administration, and will be subject to appropriate penalties.