Section 1: Introduction
The ASNIC Student Government allocates funds on an annual basis for clubs to financially support leadership development opportunities including but not limited to conference registration, educational opportunities, hosting guest speakers, club retreats, and team building activities. Funds can also be request to help support club activities that fulfill their mission including events on campus, volunteer projects, supplies, and materials. Funds are allocated for this purpose annually dependent on overall budget availability.

The Funding Approval Student Taskforce (FAST) is the mechanism through which these funds are awarded to clubs through an application and review process.

FAST is comprised of at least five students attending North Idaho College. The Vice President of the ASNIC Student Government serves as the chair of FAST. Two additional Student Government members serve on FAST and are appointed through a committee assignment. The last two positions are selected from Intra Club Council (ICC) through an application process. The ICC approves FAST representatives at the September ICC Meeting and as needed for vacancies throughout the year.

All FAST representatives will abstain from voting in matters that impact clubs in which they are members.

Any Intra Club Council approved club in good standing is eligible to apply for funds based on the guidelines provided herein this document.

Section 2: How to Request Grant Funds
Funding requests will be reviewed by FAST on a monthly basis during the fall and spring academic semesters. The ASNIC Student Government may serve in the place of the FAST group if a request is made early in the fall semester prior to the development of FAST. The process to apply for funding through FAST are as follows.

1. The FAST Grant Application found on the ASNIC Clubs page on Cardinal Life must be submitted to request funds.
2. Requests must be submitted by the first Tuesday of the month by five (5:00 P.M.).
3. The application must include a detailed budget and narrative to accompany the request.
4. The club advisor must review and approve the club funding request as part of completing the application.
5. Any FAST Grant Applications received after this deadline will be reviewed at the following month’s meeting.

ASNIC Student Government funding to clubs is not available for use in summer months except in special circumstances and with prior review of the ASNIC Student Government and written permission of the Director of Student Engagement and SUB Operations. Appeals to this special exception process may be brought to the Vice President of Student Services.

Section 3: Criteria and Guidelines for Grant Funding Projects
The following section outlines the rubric that is used to review applications to FAST.

FAST will use a grant application grading rubric that has been development to ensure requests are in line with the purpose of FAST as well as NIC Mission, Vision, and Values. FAST members are required to complete the FAST Grant Application Rubric for each application. Digital copies of this rubric will be kept by staff in the Office of Student Life and Leadership.

Allocation decisions are made according to the following criteria:

1. Club financial management and responsibility (past and present).
2. Club organizational responsibility.
3. Clarity of proposed budget.
4. Cardinal Life participation and active campus involvement.
5. How funding the proposal will benefit the whole campus.
6. How funding the proposal will benefit students in the club.
7. How funding the proposal fulfills the club’s Mission.
8. The funding proposal supports NIC’s Mission, Vision, and Values.

Funding will be distributed under the following categories:
1. Newly formed clubs.
2. Amounts less than or equal to $2,500.
3. Amounts greater than $2,500.

Fund requests in excess of $2,500 must be reviewed and approved by both FAST and the ASNIC Student Government.

Section 4: Review and Approval Process
The following section outlines the process, dates, and review process for applications after submission.

1. FAST reviews the application. Any outstanding questions will be sent to the applicant and the club advisor no less than five days before the FAST meeting.
2. FAST meetings are held on the third Tuesday of every month. Clubs may formally present their application and answer additional questions. Attendance at meeting is not required but strongly encouraged.
After all presentations have been completed, FAST will meet and discuss the funding requests. They shall, at that time, determine which applications were successful.

A club can receive up to 15% of the total FAST Budget in a given fiscal year. Clubs can appeal to ASNIC Student Government if they wish to receive more funding after reaching the 15% threshold.

If a request is denied, the club may appeal to the ASNIC Student Government through written request to the Vice President of ASNIC Student Government.

Section 5: Distribution of Grant Funding
The following section outlines how funds are distributed including how funding can be used and the auditing process for the grant.

Once approved for a grant, clubs will have access to spend funding. FAST Grants are not intended to be transferred into a club account. There is not an increase to a club’s account balance after receiving a grant. All expenses will be applied directly to the FAST account and must be approved prior to spending.

To use grant funding, clubs must complete a Payment Request/Purchase Order to initiate spending. Clubs have the opportunity to use the ASNIC Credit Card for online purchases. To do this, clubs can set up an appointment with the Coordinator for Student Life and Leadership.

Audits may happen as soon as one month after FAST requests have been approved. Reviews are conducted by the Coordinator for Student Life and Leadership and the Auxiliary Services accountant.

1. Student Life and Leadership staff will work in conjunction with the Auxiliary Services Accountant to identify clubs that have not spent their full FAST Grant Award.
2. In the case that the event related to the FAST Grant has ended, staff will work with club to ensure proper close out of the award. Any unspent funding from an award is eligible to be awarded to other clubs.
3. If the club chooses to cancel their event or purchase, all unspent funding is eligible to be awarded to other clubs.
4. If the club wishes to allocate money in a different way than what was approved, club leadership must submit a new request through the FAST Grant Application on Cardinal Life. These applications will be reviewed at monthly FAST Meetings.

Organizations that have failed to manage their money effectively are subject to the following:
1. FAST reserves the right to deny a club access to grant funding based on concerns related to properly managing grant funding until a review can be conducted by staff.

2. FAST reserves the right to levy the following penalties that may include, but are not limited to the following:
   a. Loss of grant funds that have been allocated.
   b. Loss of ability to apply for funding for a period up to one year.
   c. Request outstanding debts related to improper management of funds be collected from an outside agency.
   d. Referral of the case to the Director of Student Engagement and SUB Operations for review.
   e. Clubs may be required to meeting with FAST to provide additional details or documentations related to grant awards.

Section 6: Spending Guidelines
The following section provides spending guidelines associated with grant funding through the ASNIC Student Government. These funds

1. Can fund events that are open to the entire student body. An all campus event must welcome all student and be publicized through a college outlet (e.g. posting flyers in highly trafficked campus areas and on Cardinal Life).

2. Can fund resources such as books, magazines, and videotapes only if they are available for use by the entire North Idaho College community. Such resources must be held in the Molstead Library if the library wishes, if not they must be available upon request.

3. Can fund up to ninety percent (90%) of total hotel costs

4. Can fund up to ninety percent (90%) of national and individual memberships that have direct benefits to the College.

5. Can fund conference registration expenses for each individual for up to ninety percent (90%) of total costs not to exceed three hundred dollars ($300) per person.

6. Can fund up to ninety percent (90%) of transportation to and from conferences (excluding NIC vans which can be funded in full).

7. Can fund the use of ground transportation for events that are open to the entire North Idaho College campus.

8. Can fund all mileage reimbursement expenses when the proper form is filled out and with prior approval.

9. Can fund up to ninety percent (90%) of transportation of Uber, Lyft, taxis, and other transportation at conferences.

10. Can fund the entire cost of a trip or conference (including transportation, lodging, and conference registration fees) for a full-time faculty or staff member advisor if attendance is required to travel.

11. Cannot fund tips for transportation.

12. Cannot reimburse clubs for purchases made in excess of their approved budget.

13. Cannot reimburse clubs for funds spent prior to FAST review and approval.
14. **Cannot fund** any purchase of food for groups traveling off campus. This does not apply to meals that are included with conference fees.

15. **Cannot fund** any purchase of alcohol or tobacco.

16. **Cannot fund** direct monetary donations to any charitable organizations.

17. **Cannot fund** direct donations to scholarships.

18. **Cannot fund** hotel costs or conference housing expenses of persons other than authorized NIC students, faculty, or staff.

19. **Cannot fund** or reimburse any purchases or expenses incurred between the spring semester spending deadline and the following fall semester first day of class.

20. **Cannot fund** insurance for individuals.

**Section 7: Reporting**

Any club that receives funding is required to return receipts to the Coordinator for Campus Life and Leadership within one week of spending (and prior to the end of the semester). If an expense was not preauthorized using a Purchase Order, there is no guarantee that the funds will be reimbursed. In this case, a Payment Request form must accompany the receipt in order for staff to review if the expense will be reimbursed. All forms must be signed by an executive member of the club and the advisor before turning into Student Life and Leadership staff.

Any club that uses the ASNIC Credit card must a signed Purchase Order prior to the expenditure. This form needs signatures from an executive member of the club and the advisor before turning into Student Life and Leadership staff. No purchased may be made without prior approval.

The club is required to complete the FAST Reporting Form on Cardinal Life once FAST Grant spending is complete. The FAST Reporting Form responses must detail the outcomes and impact that the funding has had on the campus and for club participants.

Clubs that do not complete this form may lose access to applying for grant funding for the remainder of the fiscal year.

**Section 8: Transparency**

Robert’s Rule’s of Order will be applied in all formal FAST meetings in which grant funding decisions are made, minutes will be maintained, and minutes will be made public.

All meetings in which FAST proposals are presented by club members will be open to other clubs, NIC staff, and students.
FAST Member Composition
HOW TO SERVE AS A MEMBER ON FAST

ICC Representatives serving on FAST
The ICC Chair will facilitate application and selection process of FAST members at the ICC meeting in September and throughout the year based on vacancies. Interested students must apply on Cardinal Life by the first Tuesday in September. The ICC will confirm up to four committee selections at the first meeting in October.

ASNIC Student Government Officers serving on FAST
Two ASNIC Student Government Officers will serve on FAST and be appointed by nomination of the ASNIC Student Government.

Conflict of Interest
All FAST members must abstain from voting in matters that impact clubs in which they are members.

Expectations
- Students selected will serve from September to May
- Attend and participate in all prep meetings before FAST meetings (8 meetings)
- Attend and participate in all ICC Meetings (9 meetings)
- Understand all ASNIC Club Policies and Procedures
- Maintain knowledge of campus activities and events
- Hear and review all ICC requests in an impartial manner, engage in funding conversations, and determine funding requests by all ICC clubs
- Remain impartial and judge requests based on criteria outlined by ICC and the merit of the request
- Respond to group correspondents and be available for additional meetings as necessary
- Treat all members of the campus community in a professional and courteous manner

Benefits of being a FAST Representative
- Improve leadership skills
- Develop group dynamic, communication, and public speaking skills
- Network with faculty, students, and administration
- Enhanced resume experience
- Tuition waiver of $500 per semester awarded at the end of each semester (dependent of availability of funds/not available to Student Government members)

Requirements to apply
- Enrolled in fall semester with plans to continue enrollment at NIC in the spring
- Past or current club participation
- Must meet Student Academic Standards with a minimum 2.5 GPA as outlined in the ASNIC Constitution.
### ASNIC Student Government Grants for Clubs

**FAST Funding Request Review Rubric**

**The funding proposal indicates enhancement of the student experience across campus.**

<table>
<thead>
<tr>
<th>Strong Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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**The funding proposal will directly benefit members of this club.**

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<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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</thead>
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**The funding proposal fulfills the club’s mission.**

<table>
<thead>
<tr>
<th>Strong Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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</table>

**The funding proposal supports NIC’s Mission, Vision, and Values.**

**Student Success**

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<th>Agree</th>
<th>Neutral</th>
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**Educational Excellence**

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**Stewardship**

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**Community Engagement**

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**Diversity**

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Cardinal Life Participation and Campus Involvement (Describe level):

**Comments:**

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<th>Overall Ranking: _______</th>
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<tbody>
<tr>
<td>4 – Outstanding</td>
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<tr>
<td>3 – Good</td>
</tr>
<tr>
<td>2– Adequate</td>
</tr>
<tr>
<td>1 – Unsatisfactory</td>
</tr>
</tbody>
</table>

☐ Approved  
☐ Amended & Approved  
Amount Requested: $_________

Amount Awarded: $_________

☐ Denied  
☐ Tabled