

IKON Grant Funding Guidelines Criteria for Acceptance and Application Guidelines

Overview of IKON Grant

The IKON Grant will serve as an outreach to the educational mission of The University of Arizona and IKON through the funding of events, activities, programs and outreach efforts involving collaboration between UA faculty, staff, students, university associations and recognized student organizations. IKON Grants encourage innovative and creative projects, events, forums and interactions. Funding is available for both academic and co-curricular activities.

Applications are due by the first Friday of each month unless stated otherwise. All funding will be appropriated no later than 10 days after the first Friday of the month.

General Application Guidelines

1. Applications should be submitted at least 10 business days prior to the date of the event. This is to allow sufficient time for the appropriate administrative funding processes to be completed.
2. All grant proposals must be accompanied by a letter of support by an advisor, faculty member or staff member.
3. Allocated funds will not be transferred from one account into another.
4. Conference registration fees and travel will not be funded.
5. 5. Recognized student organizations, clubs, or departments are eligible to apply for this grant. Recognized student organizations are outlined in The University of Arizona CSIL Policy at <http://www.union.arizona.edu/csil/clubs/index.php>
6. Grant requests will be evaluated on the following criteria:
 - a. * How the item or event contributes to the campus.
 - b. * How the item or event educates, enhances, or enriches UA students and the campus community.
 - c. * Financial status of the organization and effort to seek alternative funding.
7. IKON Grant Funds may not be used in whole or in part for:
 - a. Philanthropic events
 - b. Mailings for organizational minutes
 - c. Any event which alcoholic beverages will be served
 - d. Entertainment not open to the entire student population
 - e. Reimbursement for any charge that would be payable after the use of the good or service is incurred by an organization (e.g. monthly phone bill, cable TV charge, et.).
 - f. Purchase or maintenance of Capital Equipment or Capital Improvements.
 - g. Any students or organizations not affiliated with The University of Arizona.

Application & Funding Process

Step 1 – Read the IKON Grant Application Guidelines (PDF)

Step 2 - Apply online at least 10 business days prior to the date of the event. The applicant will deliver a sealed envelope with all funding IBF, DPR, or vendor forms with the account number field blank once funding has been approved.

Step 3 – Applications are due by the first Friday of each month unless stated otherwise. Within 10 days of the application deadline, the applicant will receive a letter informing them of the Dean of Student's Office decision.

Step 4 – Three days after the conclusion of the event, all receipts, impact statements and other required documentation must be delivered to the Dean of Students Office. Failure to do so will result in applicant being ineligible to apply for future IKON Grants.