**JD Grants Committee 2023-2024**

**Funding Request to *Sponsor* a Virtual Event**

*Form for 2023-2024 posted on the JD Grants webpage in June 2023*

Individual law students, student organizations, andco-curricular activities (law journals, Mock Trial, and Moot Court) should use this form to request funding for virtual events that they are organizing or sponsoring.

Before planning an event, review section 18.6, Event Planning, in the Student Handbook, <https://www.law.wisc.edu/studenthandbook/18.0.html>. While section 18.6 is primarily focused on in-person events, some of the subsections also apply to virtual events hosted by students.

**Financial Rules and Requirements**

**Attribution of funding:** When the JD Grants Committee provides funding for an event, the source of the funds must be attributed to the Law School or to the JD Grants Committee. This attribution must appear in all advertising and on the webpage for the event, the student organization, and/or the co-curricular activity.

**Financial contracts:** Students *cannot* sign financial contracts. Contact the External Affairs Office at [events@law.wisc.edu](mailto:events@law.wisc.edu) concerning any contracts related to your event.

**Reimbursement for individuals only:** The Law School cannot reimburse student organizations because of significant federal tax implications. Therefore, expenses incurred on behalf of a student organization must be paid by individual members who can then request reimbursement.

**Wisconsin sales tax:** Wisconsin sales tax *cannot* be reimbursed. Before making any purchases, contact Adam Bushcott, the Main Office Manager, at [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu) to get the Law School’s tax-exempt number. This restriction on sales tax also applies to online purchases such as on Amazon.com. Some vendors will not accept the tax-exempt number, so you or your organization will have to pay the sales tax.

**Purchase documentation:** Purchases cannot be reimbursed without proper documentation. Be sure to get a dated, itemized receipt for all purchases that are not prepaid or will not be billed to the Law School. Credit card receipts are not adequate. If you have questions, contact Adam Bushcott at the address above.

**Cancellation:** If the event is canceled for any reason, the Law School will likely lose any money that it has already paid for the event. This loss may have a negative impact on the student organization’s or co-curricular activity’s future requests for funding**.**

**Post-Event Requirements**

**Actual Expenses Report:** W*ithin one week* after the event ends, a member of the student organization or co-curricular activity must fill out and submit a JD Grants Virtual Event Actual Expenses Report. See the report form, which is available on the JD Grants webpage, for instructions and to see what information you are required to provide.

**Reimbursement for purchases:** Contact Adam Bushcott at [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu) about purchases, and he will tell you what documentation is needed for reimbursement. Reimbursement requests are time sensitive. Submit them within one week after the event ends.

**\*\* Please delete these instructions before submitting this form. \*\***

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**\*\* Email completed funding request form as a Word document**

**to** [**jdgrants@law.wisc.edu**](mailto:jdgrants@law.wisc.edu)**. \*\***

|  |  |
| --- | --- |
| Name of event: |  |
| Name of student organization or  co-curricular activity and faculty advisor, if any: |  |
| Total cost of this event: |  |
| Amount requested from the JD Grants Committee for this event if different: |  |
| If you have received or will receive funding from other sources, list the source(s) and the amount(s): |  |
| Date(s) of event: |  |
| Link to the event’s website: |  |
| Number expected to attend: |  |
| Name and email address of student who completed this form: |  |
| Name and email address of a second student contact for this event: |  |
| Date form was completed or submitted: |  |

Attach a copy of the event’s agenda. The agenda must include the event’s starting and ending times. Please indicate if the agenda is tentative; if it is, send a final agenda when it is completed.

**The total cost of this event must equal the total of all expenses listed on this form.**

**Be sure to double-check all math calculations.**

**Contracts, Equipment, and Technical Support**

Students *cannot* sign financial contracts. Contact the External Affairs Office at [events@law.wisc.edu](mailto:events@law.wisc.edu) concerning any contracts related to your event.

Be sure to contact the Law School’s IT Department as soon as you begin discussing plans for your event so that you and they are aware of all technical needs and difficulties that might arise in preparing for and holding this event. Contact Law School IT at [help@law.wisc.edu](mailto:help@law.wisc.edu).

|  |  |
| --- | --- |
| Will the event require paying for any software contracts or other connectivity expenses? What will they cost? |  |
| Will any audio/visual or other equipment be needed? What will it cost to rent or buy? |  |
| Will any technical support be needed? What will it cost? |  |
| **What is the total cost for these expenses?** |  |

**Marketing the Event**

If you need any printed materials, the university requires that printing be done on campus. Therefore, work directly with the Law School’s Copy Shop for *all* materials you want to print for your event. The Copy Shop is located in room 2115 (with the IT Help Desk), or email [copyshop@law.wisc.edu](mailto:copyshop@law.wisc.edu). Student organizations and co-curricular activities can make copies in the Copy Shop at no cost.

If the Law School Copy Shop cannot meet your printing needs, contact DoIT Printing at [printing@doit.wisc.edu](mailto:printing@doit.wisc.edu). You will not be reimbursed for printing done in other places.

|  |  |
| --- | --- |
| Who is responsible for marketing the event? Include name(s) and at least one email address. |  |
| Describe the marketing plan for this event, including when it will begin, what methods will be used, and the cost of each method. |  |
| **What is the total cost for marketing?** |  |

**Honoraria for Speakers**

The JD Grants Committee rarely provides honoraria for speakers who participate in virtual events.

|  |  |
| --- | --- |
| What honorarium (if any) are you requesting for each speaker?  List speaker name(s) and amount(s). |  |
| Explain the reason for the request for each speaker. |  |
| **What is the total cost for all honoraria?** |  |

* If your funding request is approved, contact Jennifer Gardner-Brokmeier, the Law School Accountant, at [jennifer.gardner@wisc.edu](mailto:jennifer.gardner@wisc.edu) to get a copy of the W-9 form for the speakers who are receiving honoraria.
* Email the W-9 form separately to each speaker *and* copy Jennifer on the message(s). Ask the speaker(s) to complete the form and send it back to Jennifer. Each person who accepts an honorarium is required to provide a completed W-9 to receive the funds.

**Other Event Expenses**

|  |  |
| --- | --- |
| **Estimate all other costs for which you request funding.** | **Cost** |
| Description (be specific): |  |
| Description (be specific): |  |
| Description (be specific): |  |
| **Total of all “other” expenses:** |  |

**The total cost listed on the first page of this form must equal the total of all expenses listed in the subcategories on the form. Be sure to double-check all math calculations.**

**Purpose and Educational Value**

When deciding among competing funding requests, the committee members look closely at the answers to the following questions. If this event is for a co-curricular activity, you do not need to fill out this section because this information was provided in the activity’s budget.

|  |  |
| --- | --- |
| What is the purpose of this event? How does it relate to the student organization’s or co-curricular activity’s mission? |  |
| What is the target audience?  Estimate the percentages for attendance by  (1) UW law students,  (2) UW law faculty and staff, and  (3) all other attendees. |  |
| Describe the educational value of this event. How will this event benefit  (1) participating students,  (2) the student organization or co-curricular activity, and  (3) the Law School community? |  |

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