**JD Grants Committee 2023-2024**

**Budget for Student Organizations**

**that may request $5,000 or more in 2023-2024**

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

**Law School student organizations must submit a budget if there is any chance the organization will request $5,000 or more in total funds in 2023-2024.** Organizations that expect to request less should not complete this form. This form is due to the JD Grants Committee by July 15, 2023, at jdgrants@law.wisc.edu. Please submit it as a Word document.

All student organizations that request JD Grants funding must be registered with the university by the start of the fall 2023 semester.

Please estimate expenses carefully and realistically. At this point, you do not need to provide detailed information about individual events, but the eventual total cost for each event should correspond closely to the budget estimate.

* For travel estimates, include not only major expenses such as airfare and hotel costs, but also smaller expenses, such as baggage fees, hotel taxes, parking, tolls, ground transportation (rental cars, Ubers, airport shuttles), etc.
* For local event estimates, include expenses such as venue and equipment rental fees, speakers’ travel expenses, postage, food (funded only in limited circumstances), etc.

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| Name of student organization: |  |
| Name, title, and email address of the student who completed this form: |  |
| Date this form was completed or submitted: |  |
| Names of the organization’s president and treasurer and their email addresses, if not provided above: |  |
| Name of faculty advisor (if any) and email address: |  |
| Total budget for all events: (from the table on page 2) |  |
| Amount requested from JD Grants:(Subtract funding from other sources from the total budget.) |  |

**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 organization’s or event’s webpage.**

**List the events for the coming year and their approximate cost. Add rows if necessary.**

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| --- | --- | --- | --- | --- |
| **Name of Event** | **Location**(if known) | **Month****or Date**(if known) | **Number** **of Students**(List student coaches, if any, separately.) | **Estimated Cost of this Event**  |
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| **Total Budget for 2023-2024:** |  |  |

For planning purposes, note that, due to budget constraints, the JD Grants Committee:

* typically funds only one team traveling to an out-of-town competition,
* may not be able to provide funding for student coaches to travel with their teams,
* does not provide funding for 1L students to participate in competitions, and
* does not provide funding for events that are primarily social or networking.

Note: Costs for copying and printing at the Law School’s CopyShop are no longer charged to student organizations, so do not include these costs in your estimates.

In addition to submitting this budget form, all student organizations must submit an individual funding request form for *each* event listed in the budget. In the individual funding request forms, you must provide more detailed information about expenses for the particular event.

The individual funding request forms for 2023-2024 are:

* Local Event Funding Request
* Funding Request for Student Travel Awards
* Funding Request to *Attend* a Virtual Event
* Funding Request to *Sponsor* a Virtual Event

These forms are on the committee’s webpage: <http://law.wisc.edu/current/jdgrants/index.html>.

Also, see the webpage for the funding-request deadlines, which depend on the date of the event.

The amounts listed for events in this budget will be compared to the amounts requested on the individual funding request forms. Please estimate event costs as accurately as possible at this time.

**Other Sources of Funding, including Selling Merchandise**

For some local events, the JD Grants Committee encourages organizers to seek funding from additional sources. These events include symposia, conferences, seminars, and other events that may cost more than the committee can fund on its own. Occasionally, it is possible to find outside funding for travel, particularly to provide pro bono services.

The university has very strict rules regarding fundraising and trademarks. If your student organization is considering a fundraising activity, including selling merchandise, you must make sure that your plans do not violate any of the university’s rules. At the beginning of your planning process, contact Jini Jasti, Associate Dean of Alumni Relations and External Affairs, to discuss your plans. Her email address is jini.jasti@wisc.edu. You *must* contact Dean Jasti before doing any fundraising or ordering any merchandise.

The JD Grants Committee is the only funding source within the Law School for student events except for the Student Bar Association and other law student organizations. Do not seek additional funding from Law School programs, departments, faculty, or administrators. Any amount received from these other Law School sources will be subtracted from the grant approved by the committee. For a list of other possible funding sources, see the document titled “Other Funding Sources for Student Events” posted on the committee’s “Overview” webpage: <https://law.wisc.edu/current/jdgrants/overview.html>.

Complete the following table if your student organization will not receive all of its funding from the JD Grants Committee. Show that you will seek enough additional funding to cover the difference between the student organization’s total budget and the funding requested from the JD Grants Committee. Make contingency plans in case you do not receive all requested funding, or you do not receive it in a timely manner.

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| From what other sources *will you request*, or *have you requested* but not yet received, funding?List each possible source of funding and the amount you will request or have requested from it. Also list any limitations on use of the funding. |  |
| *If you have already received funding* from other source(s), list each source of funding, the amount it is providing, and any limitations on use of the funding. |  |

**After you submit this form, you must notify the JD Grants Committee promptly of other funding you receive that may reduce the amount requested from the committee.**

**Purpose and Educational Value**

Briefly describe the register student organization’s mission, including how the events listed above relate to that mission. Then provide the purpose of each event and describe how the event will enhance the JD students’ educational experience and add value to both the student organization and the Law School community.

Events that fall in the same category, such as similar types of competitions, may be grouped when answering this question. Add pages as needed.

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