



**How to Critique a Funding Request:**

**1. Look at the Request:**

- a. Is it filled out properly?
- b. Who is the contact person?
- c. Is there an explanation of the event?
- d. Is there an itemized budget?
- e. Do the itemized numbers equal the totals?

**2. Look at Group:**

- a. Who is the group?
- b. How many people are in the group?
- c. What is the group's involvement level?
- d. Who handles the finances?
- e. What were last year's allocations?
- f. Examine the groups past fiscal responsibility.

**3. Look at Event:**

- a. In what stage of planning is the event?
- b. Are the time, place, location, expected attendance, previous attendance numbers, previous expenses, and other necessary details given; are these reasonable?
- c. What are similar groups doing?
- d. Are there any limitations to attendance?
- e. Are there any undesirable publicity concerns?
- f. Is there adequate advertising?

**4. Look at Expenses:**

- a. Cost vs. Benefit
- b. Remember that they are spending your money.
- c. Did they look for supplemental funding?
- d. What numbers did they use to get each line item expense?
- e. Are there any expenses not listed?
- f. Are these reasonable prices for each expense?
- g. What do similar events cost?
- h. What expenses are vital to the event?
- i. Are there any extraneous expenses?
- j. Did the group calculate advertising costs into their budget?
- k. If one thing had to be cut from the budget what would it be?
- l. Prioritized?
- m. Are there alternate funding sources?

**5. Approval/Denial:**

- a. Is the cost vs. benefit properly justified?
- b. Is there significant justification for any irregularities?
- c. Are there any conditions for approval?
- d. If denied, can they resubmit?