

EXEMPLARY PERFORMANCE AND PROJECT FUND OVERVIEW

The IRA Advisory Committee established the Exemplary Performance and Project Fund to fund outstanding achievement or extraordinary performance that culminates in an unanticipated competition or event that is ***not normally supported*** by the individual activity/program's Baseline IRA funding. Annually, the Committee determines the funding amount available for Exemplary Performance, not to exceed 5% of the IRA available funding. Exemplary Performance funds are allocated by the Committee on a one-time basis, unlike the IRA Baseline Budget that is allocated annually for normal IRA activity/program operations.

All IRA funding is derived from student fee dollars and can be used to help fund exemplary performances or competitions that support the out-of-the-classroom experience. Historically, the Committee has focused on the out-of-pocket expenses for the students participating in the unanticipated, culminating exemplary competition or event. The intent has been to lessen the amount of money the students must pay to participate in the event (this does not include peripheral expenses such as sight-seeing). Additionally, the Committee has looked favorably on organizations that are using a number of sources to fund their endeavor and are not solely reliant on IRA funds. Groups are highly encouraged to fundraise and to seek outside funding.

PLEASE NOTE: Prior to recommending Exemplary Performance funding, the IRA Advisory Committee will take into consideration the college's historical carryover of IRA funds. Before applying for funding, please check with your college or unit to see if carryover funds are available.

Who is Eligible?

- Only currently certified IRA activities/programs are eligible and all IRA guidelines will apply.
- The Athletic Program, excluding Club Sports, is not eligible because of existing NCAA funds and special Athletic fees already available.
- Club Sports may apply for funding for national competitions, but is restricted by the IRA Advisory Committee to \$5,000 total per year.

What is Eligible?

- Funding requests for travel to special performances and/or competitions. These include those performances/competitions ***above and beyond*** the activity's/program's typical schedule. Because of the limited dollars available, funding requests should avoid costs associated with meals.
- The Committee established the fund to help IRA programs meet ***unexpected*** needs. An application should clearly explain why the performance or competition is unexpected. For example, a club sport team wins a regional championship and must travel to nationals.
- Events that are a result of a special award or invitation are looked upon most favorably.
- Funds may be requested for costs and supplies directly related to the performance or project.

- Faculty salaries, scholarships, capital improvements, equipment, and computer related devices are **not** eligible.
- Expenses for students or faculty to attend conferences are not eligible, unless there is a competition component as part of the conference

Allocation Process

- The funding cycle is divided into 3 cycles; a fall cycle, a winter cycle, and a spring cycle. Approximately 1/3 of the funds will be available for allocation in each of the cycles.
- Exemplary Performance Due Dates: Round 1 on October 31st, Round 2 on February 28th, Round 3 on April 30th.
- Events which qualify for exemplary performance awards and fall between deadline dates may request funds for reimbursement of expenses provided the requesting activity/program shows proof that they were invited and participated in the event before it was possible for them to apply for exemplary performance funding.
- The committee will send a notice to all appropriate college/unit personnel declaring the cycle open for proposals and establishing the closing date.
- The activity/program directors, student participants, and/or the Dean can submit proposals. (Note: the Dean must approve all proposals)
- Upon closure of the cycle, staff review all proposals to determine eligibility. All proposals that are eligible will be reviewed by the Committee. The first review meeting will discuss the specific proposals. Project Directors and Deans will be invited to present, discuss, and answer questions from the Committee for each proposal they submit. The Committee will take action on the proposals at its next meeting.
- Funding proposals are not to exceed \$5,000 per activity/program per academic year. Funds, however, are limited and the Committee encourages applicants to focus their requests on their greatest needs. When requests exceed the allocation for the funding cycle, the Committee will be forced to cut or eliminate requests. The IRA Committee has restricted Club Sports to a total of \$5,000 per year.
- PLEASE NOTE: Prior to recommending Exemplary Performance funding, the IRA Advisory Committee will take into consideration the college's historical carryover of IRA funds. Before applying for funding, please check with your college or unit to see if carryover funds are available.
- Funds allocated to activities/programs and not spent shall be returned to the IRA Committee.
- A post-event evaluation review of how the Exemplary Performance money was used is required. If an evaluation is not submitted in a timely manner, the activity/program is not eligible to apply in the future.
- Incomplete applications may result in zero funding.