

August 1, 2021

TO: Campus Student Organizations

FR: Katie Tarter,
Director of NDSU Dining

RE: Hospitality Grant

NDSU Catering began the Hospitality Grant Program in the fall semester of 2008 to assist mostly small organizations with snacks and refreshments during their meetings and not have to use their budgets to accomplish that task.

NDSU Catering will continue with this program, but some modifications have been made to ensure fairness to all. The \$150.00 grant per semester will continue. Grants are intended to be used for single organizations and grouping of grants will not be allowed. The meeting must take place in the Memorial Union or the Harry D. McGovern Alumni Center only. Pooling of the grants to benefit an off campus group or charity will not be permitted. Events that require extra staff, such as servers, do not qualify for the grant.

Please follow the steps listed below to ensure your grant order is placed properly.

1. Reserve your meeting room with the Memorial Union Administration Office, located on the 2nd floor of the MU across from the elevator or the Harry D. McGovern Alumni Center, located at 1241 University Dr. N. Fargo, ND 58102.
2. Once you have the room reserved, you will need to go to the Union Dining Center Office located in the lower level of the MU, in the food court area near the fish tank.
3. Let the Administrative Assistant at the front desk know you have a room reserved in the Memorial Union or the Harry D. McGovern Alumni Center and that you would like to apply for the "Hospitality Grant". She will then give you a menu that you may choose your food items from. You will also be given a form to provide necessary information and the menu you have chosen. This will then be submitted for consideration for the grant. (Please note: it may take 1 or 2 days for a response) You must provide your Student Group People Soft Number on this form. So, please come prepared.
4. You may use \$150.00 per semester. NDSU Catering will offer this amount to qualified organizations up to \$6,000.00 total per semester.
5. After approval, you will be contacted to return to the Union Dining Center Office to get a copy of your request.
6. You must then return to the Memorial Union Administration Office on the 2nd floor or the Harry D. McGovern Alumni Center, with the copy of the Approved Grant in order for it to be processed.
7. At this point your order is complete. NDSU catering will set up your food choices on the date and time of your meeting.
8. Failure to complete ANY of the above steps will nullify your Hospitality Grant request.
IMPORTANT: Hospitality Grants require a full TEN (10) business days' notice!
Any order not placed prior to the TEN (10) business days' notice will NOT be granted.
Grants are only available Monday through Friday 8:00am- 7:00pm. **NO WEEKENDS**