

Application for Criss Trust Funds

The James W. Criss Christianity Trust is a private fund set aside for the charitable, religious, educational, and scientific purposes of MSU faculty and student groups. A committee of MSU faculty, staff, and students will review all applications and make recommendations to the trustees of the Criss Trust on whom to award funds each year. Applications for the 2016 calendar year are due on February 12, 2016.

Organization/Department: _____

Contact Name: _____

Campus/Local Address: _____

Phone #: _____ Email Address: _____

Amount Requested (not to exceed \$5000): _____

Please describe below how you will use any money awarded from the Criss Trust. You will also need to attach up to a one page summary describing the nature of the event, target audience, and how the funds awarded will be used in a line item format.

Applicant's Signature: _____ Date: _____

All applications are due by February 12, 2016. Please email them to Dr. Thomas Bourgeois at tb2@msstate.edu, or mail to P.O. Box DS, Miss. State, MS 39762 (or Mail Stop 9505), or drop off hard copies in the Deans's Office, rm 608 Allen Hall.

CRISS TRUST APPLICATION GUIDELINES

1. The trust has been established to promote the "charitable, religious, educational, and scientific purposes" of the MSU campus.
2. The committee will make **recommendations to the trustee, who will make the final decision** regarding awarding of trust funds for recommended programs.
3. A **maximum of \$5,000 per program/event** will be recommended. Although it is possible for an organization or department or faculty member to receive funding for more than one program per year, the committee will recommend priority funding for organizations/departments who do not requested funding for other events in that budget cycle.
 - a. Funds will be distributed through **budget transfers to organizations and departments with an on-campus Banner account**, the number of which must be provided upon notification of an award.
 - b. Organizations **without Banner accounts** must provide their **Taxpayer ID** and will receive a check to the address they specify.
 - c. All recipients will be required to submit copies of invoices and a brief summary of expenditures to satisfy the auditors.
4. In accordance with preferences of the trustee, **awards will be recommended for programs and events or faculty research which is targeted for the on campus population.** Some of these may be speakers/presentations, musical concerts/performances, art exhibits, etc.
5. Funds will generally **not** be awarded for the following:
 - a. Food for presenters or the public.
 - b. Travel expenses to conferences or programs.
 - c. Off-campus events or programs.
6. Funds will be awarded for a calendar year. If after an award cycle funds are still available for that year, additional applications will be accepted.