SGA Departmental Grant Process

Purpose
- To provide opportunity for Southeastern departments to host on-campus educational events.
- To defer the costs associated with educational events.
- To defer costs cut by budget reductions that are essential to students succeeding within the degree program.

Quick Overview:
- The Department Head or his/her designee will submit a Departmental grant application on the SGA Website AT LEAST six weeks prior to the start of the event/project.
- The grant will be reviewed by the Vice President & Appropriations Committee.
- The Vice President of SGA or a senator will author the departmental grant bill.
- The Appropriations Committee will review the departmental grant bill.
- The grant applicant and the Department Head are emailed the date they will need to attend the SGA Senate meeting to answer any questions regarding the bill.
- The SGA Senate votes on the bill & signatures will be obtained.
- The grant applicant will be contacted via email to set up a meeting with the SGA Advisor, Ms. Angela James to review and coordinate purchasing.
- A detailed report including pictures of the event/project, receipts, and must be turned into the SGA Graduate Assistant, Tara Forsythe (Tara.Forsythe@southeastern.edu) within two weeks after the conclusion of the event/project.

Detailed Steps:

Step 1: The applicant will fill out the online application for a Departmental grant by going to www.southeastern.edu/sga and clicking on the grants section.

- Eligibility Requirements
  - Must be a University Department (Academic or Non-Academic)
  - If an event is being held:
    - It must be held on Southeastern’s campus.
    - It must be educational in nature
    - It must be free and open to all students
  - If the grant will cover supplies, the SGA logo must be present on them.

- The application must be submitted at least six weeks before the start of the event or project. Departments are unable to apply if they do not meet this six week deadline.
• The Online Application includes:
  o Name of the Department Head
  o Name of Project/Event
  o Date of Project/Event
  o Explanation of the main objectives.
  o The scope of the Project (Who will this impact? What is your target audience)
  o Past Funding Sources?
  o Frequency of Project (How often is this event/project usually conducted?)

• Please follow the instructions on application
  o Make sure to provide correct contact information
  o A detailed budget sheet including quotes for requested funds is REQUIRED.
  o If purchasing supplies, attach pictures and prices of proposed items to purchase.
  o If hosting an event, you must attach literature promoting the event
    (The flyer must include “sponsored by SGA” with the SGA logo)
  o Please be as detailed as possible in the application.

• No grant request may exceed $1,500.

Step 2: A bill is written for the grant, and it goes to the appropriations committee for review, and they will give a recommendation to the Senate.

Step 3: The grant legislation will be voted on in the Senate meeting. The applicant and Department Head will be contacted about the date to attend. The Senate meets on Mondays at 5:00pm in Fayard Hall 107 during the Fall and Spring semesters. Someone must attend the meeting in which the grant is voted on to present the application and answer any questions the senators may have.

Step 4: After the bill is passed, it must be signed by SGA President, SGA Vice President, SGA Advisor, and the Vice President for Student Affairs. Please allow for three weeks for legislation to be approved and budgets to be set up.

Step 5: The Department Head must meet with SGA Advisor, Ms. Angela James to review guidelines and coordinate purchasing.
Step 6: Within two weeks of the conclusion of the event/project, the applicant must meet with the SGA Graduate Assistant to turn in a grant report.

- No purchases will be made after the date of the event or prior to getting approved.

- All original receipts from purchases made with grant funding must be submitted to the SGA advisor.

- Submit a complete, detailed report to Tarat Forsythe, SGA Graduate Assistant, no more than two weeks following the event. The report must include:
  - An attendance sheet of people present for the event.
  - At least three pictures from the event.
  - A detailed description of the event with the following included in the summary:
    - A summary of the event’s successes/weaknesses.
    - What the grant funding accomplished for the Southeastern community.
    - A description of the event’s activities and ways that SGA funding helped your department.

Other Important Grant Information
- Department grant request may not exceed $1,500.
- A department may receive only one SGA grant per academic year.
- Only Coca-Cola beverages can be purchased.
- Any giveaways must be Southeastern related.
- No gift cards of any kind can be purchased.
- Department will lose grant privileges for two academic years due to any of the following violations:
  - Failure to submit receipts and report packet by deadline.
  - Purchases made that were not approved by SGA.
  - Failure to submit a report following the completion of the event.
Departmental Budget Breakdown EXAMPLE

Department: Design and Graphics

Funds Request from SGA

**Easels, Paint, and Banner For Show- $442.00 TOTAL**

- Easels: $134
- Paint: $178
  - 2 Paint Pallets- $89 a piece
  - 1 poms per group, 2 members: 2 poms
- Banner: $100.00
  - $10.00 per line of writing
  - 10 lines of writing
- Shipping - $30

Total Amount Requested from SGA: **$442.00**

**TOTAL AMOUNT REQUESTED MUST BE ROUNDED TO NEAREST DOLLAR, NO CENTS**

**YOU WOULD ALSO ATTACH PRICES AND PICTURES OF EVERYTHING YOU ARE REQUESTING**