THIS IS JUST TO HELP WITH THE ONLINE PROCESS

**Student Government Association**

 **Departmental Grant Application**

Welcome Back!

We hope that all of you had an enjoyable and relaxing break. The Student Government Association has been diligently working during the break to better serve the Southeastern Community. We have updated our website, evaluated the grant process, and have made grant applications process online. Enhancing students’ academic and leadership skills is a priority to the Student Government Association.

 With budget cuts affecting the University, we continue to support Dr. Crain in his endeavors to do what is best for the university and its students. The Student Government Association is committed to keeping our fiscal regulations effective and responsible. Departmental grants have been evaluated and altered for the betterment of the students, transparency of our organization, and to reach as many students as possible. All policies, guidelines and applications for the Student Government Association funded grants can be found on our website: [www.selu.edu/sga](http://www.selu.edu/sga).

The Student Government Association established the departmental grant program in order to assist departments with the costs involved in educational projects, programs, or events that will enhance the image of the university. Our primary goal for all SGA grants is to assist the departments that have generously given back to the university. Departmental grants are available for up to **eighteen hundred dollars ($1,800.00)**. If you have any questions, please contact the Student Government Association office at (985) 549-2296.

Your fellow lions,

Gregory Crovetto Suraj Ayer

Student Body President Appropriations Chair

**Please make sure to read the following enclosed information thoroughly *before* beginning the grant process.**

**The following is an agenda for the 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

**Who can apply?**

* Any academic or non-academic departments are eligible to apply.
* If an event is being hosted, it must be held on Southeastern’s campus and be educational in nature.
* If paying for supplies, they must have the SGA logo present on them.

**Grant Application**

* Online applications are available online at [www.selu.edu/sga](http://www.selu.edu/sga) under the grants tab.
* Applications must be submitted at least four weeks prior to event
* Follow instructions on application
* Make sure to provide correct contact information
* A detailed budget sheet including quotes for requested funds is REQUIRED
* If purchasing supplies, attach pictures and prices of proposed items to purchase.
* If hosting an event, you must attach literature promoting the event (The flyer must include “sponsored by SGA” with the SGA logo)
* Provide all available information; be detailed in application.

**Requirements of Applicant**

* Once grant is submitted, you will meet with a SGA member who will review your application with you and answer any questions
* You will be notified to attend a senate meeting and give a brief presentation to the senate.

**Purchasing**

* The SGA does not give reimbursements
* If grant passes senate you will need a faculty/staff member with a procurement card
* The faculty staff member then will coordinate all purchases.
* Make all grant fund purchases using their procurement card, sign off on purchases, and collect all receipts from purchases.
* Ensure that the university’s purchasing guidelines are followed.

**Completion of Event**

* No purchases will be made after the date of the event or prior to getting approved
* Copies of all receipts from purchases made with grant funding must be submitted to the SGA coordinator no more than two weeks following the event.
* Submit a complete, detailed report to Suraj Ayer, Appropriations Chair no more than two weeks following the event.
* Must have at least three pictures from the event
* An attendance sheet of people present for 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 SGAs funding helped your department

**Other Important Grant Information**

* Department grant request may not exceed $1,800
* A department grant may receive only 1 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 2 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

**Department Grant Process**

1. Retrieve a grant application
* www.selu.edu/SGA
* Click on “Grants”, complete and submit online
1. Complete the grant packet four weeks prior to event and submit online
* Must be a university department
* Grant must include flier and financial breakdown of event

3) Will be contacted confirming your application was received

* Depending on application completion you could be asked to meet with an SGA member. You will be contacted for a meeting.
1. The grant will now take 3 weeks to process
	* Suraj, Appropriations Chairmen, will be in touch throughout the process.
2. You will be notified to attend a SGA senate meeting
	* At this meeting your grant will be approved or denied by the Senate
	* After Senate passes grant, further approval is needed from administration
3. If grant passes you will need to contact SGA coordinator
* cherie.thriffiley@selu.edu
	+ When you email her be specific in Email Subject. Ex: Department Grant-Biology
	+ Once you contact Cherie’, she can inform you of the group’s grant status and budget information
1. Submit all reports, pictures and receipts to Suraj, Appropriations Chair
2. Submit grant process evaluation to Cherie Thriffiley, Coordinator

DO NOT MAKE ANY PURCHASES UNTIL YOU MEET WITH CHERIE’ AND GRANT IS FULLY APPROVED

**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: **$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**