Organizational Grant Process

Last Updated (2/28/2025)

Purpose:

- Organizational grants are awarded to provide opportunities for Southeastern recognized student organizations and fraternity and sorority life organizations to host educational events on campus. The Organization Grant Program is designed to defer the costs associated with these educational events.

Quick Overview:

- Please log into the SGA grant system to schedule a meeting to review Organizational Grant policies, budget, and any quotes for the event.. The meeting should last approximately 30 minutes. Should you have any issues or questions regarding the meeting scheduling, please email sga@southeastern.edu. **(This meeting is no longer required, the information will be sent via email)**
- Following the meeting, the applicant will submit an organizational grant application on the SGA website **AT LEAST FOUR WEEKS** prior to the event date. **Please note that while the SGA approval process is now 4 weeks, the final disbursement of funds may take additional time.**
- The grant application will be reviewed by the SGA Advisor & Graduate Assistant. If there are questions regarding the application or budget, the applicant may be asked to provide clarification or revisions.
- The SGA Vice President or a senator will author the Organizational Grant bill.
- The grant applicant and faculty/staff advisor are emailed the dates they will need to attend the Appropriations Committee meeting and SGA Senate meeting to speak on behalf of their bill and to answer any questions.
  - The Appropriations Committee is a committee that reviews and makes recommendations on all financial bills for the student Senate. You will attend this meeting first.
  - You will attend the Senate meeting the following Monday after the Appropriations Committee meeting. The Senate will consider the Appropriation Committee's recommendation as well as your presentation and then vote on whether to pass the legislation.
- Graduate Assistant will send applicants an email notice of Bill pass/fail.
- SGA Advisor and/or Assistant Director will send "Next Steps" email with financial processing information to the faculty advisor.
- A detailed report including pictures of the event, receipts, and must be turned in within two weeks of the conclusion of the event.

Detailed Steps:

Step 1: The applicant should visit the [SGA grant system](#) to set up a meeting with the graduate assistant (sga@southeastern.edu) **before** filling out the organizational grant application. The meeting will last approximately 30 minutes. The graduate assistant will review organizational grant policies, budget, and any quotes. **(This meeting is no longer required, the information will be sent via email)**

Step 2: The applicant will fill out the online application for the Organizational grant by going to www.southeastern.edu/sga and clicking on the grants section.

Eligibility:
- The organization may not have received another organizational grant from SGA within the same fiscal year
- Applicant(s) must meet with a graduate assistant prior to submission of application.
- No grant request may exceed $500
- Requested amount cannot exceed the total cost of the event.
- A detailed, itemized budget breakdown document (including quotes) should be uploaded into the online application
- Purchases are to be made with procurement cards (P-card) only. (For P-card information, see section below)
- Speaker fees may not be covered by SGA Organizational grant funds
- The event must be free of charge and open to all students
- No money (including raffles, donations, etc.) should be collected at the event
- SGA funds cannot be used to pay for more than one half of the cost of food (or no more than $250 total) provided for an event.

Step 3: The grant application will be reviewed by the SGA Advisor & Graduate Assistant. If there are questions regarding the application or budget, the applicant may be asked to provide clarification or revisions.

Step 4: Following any clarification or revisions, the SGA Vice President or a senator will author the Organizational Grant bill. The grant applicant and faculty advisor are emailed the dates they will need to attend the Appropriations Committee meeting (meets Tuesdays at 5:30 pm) and SGA Senate meeting (meets Mondays at 5 pm) to speak on behalf of their bill and to answer any questions.

   4A: You will first present your grant proposal at the Appropriations Committee meeting, giving reasons why the purpose for which you are requesting the grant is beneficial to the student body. The committee members may ask questions for clarification or express concerns for you to address. You may also take this feedback as an opportunity to adjust the presentation you will give to the student Senate accordingly. The Appropriations Committee will give their recommendation to the Senate based on this meeting.

4B: On the Monday following the Appropriations Committee meeting, you will present your grant proposal to the student Senate to be voted on.

Step 5: At the Senate meeting, the SGA Senate votes on the bill, and signatures will be obtained from the SGA President, SGA Vice President, SGA Advisor, Director of the Office for Student Engagement, and the Vice President of Student Affairs. If the bill is passed, please allow three weeks for legislation to be approved and budgets to be set up.

Step 6: The Graduate Assistant will send an email to the applicant with notification of bill passage or failure.

Step 7: The SGA Advisor and/or the Assistant Director of the Office for Student Engagement sends "Next Steps" email with financial processing information.

Step 8: Within two weeks of the conclusion of the event/project, the applicant must submit a grant report to the SGA Graduate Assistant.
- 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 organization.

What can Organizational Grant be used for?
- Program Supplies –
  - Program supplies require documentation of price, quantity, and purpose for each individual item in order to be considered.
  - Only supplies deemed by the Senate to be low-cost items that are crucial to the success of the event will be allowed.
- Food/Beverages
  - In order to be considered for funding, the online application must include itemized documentation of appropriate menus and/or contracts or invoices from food vendors. Unless given special exception, any event held in the Student Union Ballroom must use Aramark.
  - Organizations are only eligible to use funds on food for one event per semester.
  - Food and Beverage may not be the only line item in the requested funds from SGA. **SGA funds cannot be used to pay for more than one half of the cost of food** (or no more than $250 total) provided for an event. Applicant is responsible for funding half of the cost of the food for the event.
- Printing/Binding

- Printing includes but is not limited to: programs, handbills, posters, fliers, etc.

Purchasing/P-Card Information:
- Requirements for Purchasing
  - Purchases will be made by an Office for Student Engagement professional staff member. The professional staff member you will work with will be assigned once the grant legislation has been passed.
  - An itemized budget should be submitted with a grant application. Only approved purchases will be made. Students should coordinate all purchasing with professional staff members.
  - Applicants must coordinate with the professional staff member to arrange time to meet with the student organization to make purchases using their procurement card.
  - Unless an exception is made, purchases will be made the Friday before the event.
- Purchases can be made from: (Must be tax-exempt)
  - Hobby Lobby: 121515
  - Best Buy: 0106094157 / 3003013794
  - Wal-Mart: 192118
  - Office Depot: 10833963
  - Home Depot: 5511616
  - Lowes: 046100014
  - Other Food Vendors: Aramark, Dominos, Cane's
  - Other Stores: Xtreme Designs (T-Shirts & Apparel), Document Source (Printing & Binding), Online Vendors: 4Imprint (Promotional Items)
- P-Card Guidelines can be found at: https://www.southeastern.edu/wp-content/uploads/omni-misc-files/admin/purch/procurement_card/pcard_what_can_I_buy_4-25-17.pdf

Organizational Grant Process:

↓ Organizational Grant Meeting ↓
1.Applicant meets with Graduate Assistant (GA) • Applicant logs into SGA Grant system and completes Google form to schedule meeting • GA confirms meeting time via email • GA meets with applicants and to review Organizational Grant policies, budget, and any quotes for the event. **(This meeting is no longer required, the information will be sent via email)** **2. Applicant submits online application and uploads budget breakdown before 6 week deadline**

- A detailed, itemized budget breakdown document (including quotes) should be uploaded into the online application
- SGA Advisor and GA review budget breakdown. Applicant is emailed regarding any clarifications or revisions

↓ Pre-SGA Legislation ↓

3. Legislation drafted
- SGA VP or senator authors bill
- Bill is added to the agenda as New Business.
- Appropriations Committee Chair emails applicants with the date and time of the Appropriations Committee meeting and the Senate meeting where applicants will present their application.

4. Senate Meeting (Bill added to Agenda)
- At the Senate meeting the following Monday, the bill is referred to the Appropriations Committee. Applicant(s) do *not* need to attend this Senate meeting.

↓ SGA Legislative Process ↓

5. Appropriations Committee Meeting (Tuesday at 5:30 pm - <u>Applicant must be present</u>)
- Applicant(s) presents their application to the committee and answers any questions they have. Committee may have recommendations for applicants regarding budget breakdown. If an applicant needs to make changes to the budget, they may ask the Appropriations Committee to amend.

6. Senate Meeting (Monday at 5:00 pm - <u>Applicant must be present</u>)
- The bill is added to Unfinished Business.
- Applicant(s) presents their application at the Senate meeting and answers any questions senators have. The Senate votes on the bill.

7. After Senate vote
- If the bill passes, GA sends a congratulations email informing applicant(s) that the SGA Advisor will email Faculty Advisor with "Next Steps."
- SGA Advisor and/or Assistant Director sends "Next Steps" email with financial processing information to Faculty Advisor.
- If a bill fails, an organization may not reapply with the same event/purpose within the same fiscal year, but an organization may submit a different application for another event/purpose.

↓ Post Senate Meeting ↓

8. Signature and financial paperwork
- Signatures are obtained from: SGA VP, SGA President, SGA Advisor, Director of Student Engagement, and Vice President Student Affairs.
- The Assistant Director sends all paperwork to the Budget Office after signatures are obtained.

↓ Post Event↓

9. Post Organizational Grant
- Within two weeks of conclusion of event, a grant Report (1-2 pages typed) should be submitted to graduate assistant (sga@southeastern.edu)
  - Report should include an overview of educational event:

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.
Was it successful?
What did the organization gain from the event?
Attach 3 photos
Include sign-in sheet for everyone who attended the event