# Organizational Grant Process

**Purpose:**

Organizational grants are awarded to provide opportunities for Southeastern Recognized Student Organizations (RSOs) and Fraternity and Sorority Life (FSL) organizations to host educational events on campus or purchase supplies necessary for regular operations. The Organizational Grant Program is designed to defer the costs associated with these events and supplies.

**Quick Overview:**

- The student will submit an organizational grant application on the portal SGA Grant Application **AT LEAST FOUR WEEKS** before the event.
    - **While the SGA approval process is usually completed within four weeks, the final disbursement of funds can take additional time. Applying well in advance will help to secure your funding when it is needed.**
- 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 legislation.
- The grant applicant is emailed the date they will need to attend an Appropriations Committee or 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. Not all legislation will require a visit to the committee, requests are made on a discretionary basis.
- The SGA Advisor or Graduate Assistant will send a “Next Steps” email with financial processing information to the grant applicant and faculty advisor.
- A detailed report, including pictures of the event and receipts, must be turned in within two weeks of the conclusion of the event.

**Detailed Steps:**

1. **Step 1**: The applicant will fill out the online application for the Organizational grant by going to the SGA Grant Portal, located on the SGA Website, below

this document.

a. Eligibility:
    i. The annual allocation for a single organization may not exceed $3,000
    ii. No grant request may exceed $2,000. The tiered system is as follows:
        1. Requests for small-scale events or guest speaker events may be eligible for up to $1000
        2. Requests for large-scale or annual/traditional events may be eligible for up to $1,500
        3. Requests for projects, equipment, supplies, etc. may be eligible for up to $2,000
    iii. The requested amount cannot exceed the total cost of the event or supplies.
    iv. A detailed, itemized budget breakdown document (including quotes) should be uploaded into the online application. **Applications not including an itemized breakdown with the total figure WILL NOT BE CONSIDERED.**
    v. Purchases are to be made by a professional staff member of the Office for Student Engagement. This staff member will be assigned after legislation is passed.
    vi. Speaker fees may not be covered by SGA Organizational grant funds.
    vii. Any events must be free of charge and open to all students.
    viii. No money (including raffles, donations, etc.) should be collected at the event, aside from charitable and philanthropic donations.

2. **Step 2**: 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.
3. **Step 3**: 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 may need to attend an Appropriations Committee meeting (meets Tuesdays at 6:00 p.m.). There, you will present your grant proposal, giving reasons why the grant is beneficial to the student body. The committee members may ask questions for clarification or express concerns for you to address. The Appropriations Committee will give its recommendation to the Senate based on this meeting. The applicant may be asked to also attend the following Senate meeting on Monday at 5:00 p.m in Fayard Hall, room 107.
4. **Step 4:** 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 roughly three weeks for legislation to be approved and budgets to be set up.
5. **Step 5**: The SGA Advisor or Graduate Assistant sends a "Next Steps" email with financial processing information.
6. **Step 6:** Within two weeks of the conclusion of the event/project, the

applicant must submit a grant report to the SGA Graduate Assistant.

7. The report must include the following:
    a. An attendance sheet of people present for the event.
    b. At least three pictures from the event.
    c. A detailed description of the event with the following included in the summary:
        i. A summary of the event's successes/weaknesses.
        ii. What the grant funding accomplished for the Southeastern community.
        iii. A description of the event's activities and ways that SGA funding helped your organization.

**What Organizational Grants Can Be Used For**

- Program Supplies
    - Program supplies require documentation of price, quantity, and purpose for each individual item in order to be considered.
- 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 a special exception, any event held in the Student Union Ballroom must use Aramark.
- Printing/Binding
    - Printing includes but is not limited to: programs, handbills, posters, fliers, etc.
- Organizational Supplies
    - Any supplies deemed necessary for an organization to comfortably maintain its normal operations, including meetings, participating in campus events, recruitment opportunities, 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
    - Lowe's: 046100014
    - Other Food Vendors: Aramark, Domino's, Papa John's, Cane's, Pizza Hut, other local vendors possible
    - Other Stores: Xtreme Designs (T-Shirts & Apparel), Document Source (Printing & Binding), Online Vendors: 4Imprint (Promotional Items), Dollar General