**Overview:** This year Congress has apportioned $20,000 to be given out to student organizations to help fund their events. The first and only GP meeting of this semester will be held on November 9th, with $8,000 of those funds available. Dates for the Spring semester GP meetings will be on the SGA website.

**Eligibility:** To qualify for a petition, a student organization must be registered through Student Activities and also have representation present at the monthly President’s Council meetings. SGA Grants cannot be the sole source of funding for an organization or an event. Funding is not guaranteed, so all petitions must demonstrate other sources of income for the event before a request will be considered. Note that student organizations that receive annual funding from the University are not eligible to petition, as they are already receiving financial support. Finally, only events occurring before February 2010 may be petitioned for at this semester’s meeting.

**Priority:** Since there is only a limited amount of funds available to be allocated each meeting, currently Congress’ bylaws state that the following priority order should be followed:

1. Campus-wide events that are open to the entire student body;
2. Events that are specific to two or more individual organizations;
3. Events that are specific to one individual organization;
4. Conference fees in which only a limited number of individuals are able to attend.

However a bill is currently being discussed in Congress to change the priority order to the following:

1. Campus-wide events that are open to the entire student body;
2. Events that are specific to two or more individual organizations AND contain an educational component, or showcase the talents of the organization AND have a community service or philanthropic fundraising component;
3. Events that are specific to two or more individual organizations AND EITHER contain an educational component, or showcase the talents of the organization OR have a community service or philanthropic fundraising component;
4. Events that are specific to two or more individual organizations that NEITHER contain an educational component, or showcase the talents of the organization NOR have a community service or philanthropic fundraising component;
5. Events that are specific to one individual organization, including conferences, AND contain an educational component, or showcase the talents of the organization AND have a community service or philanthropic fundraising component;
6. Events that are specific to one individual organization, including conferences, AND EITHER contain an educational component, or showcase the talents of the organization OR have a community service or philanthropic fundraising component;
7. Events that are specific to one individual organization, including conferences, that NEITHER contain an educational component, or showcase the talents of the organization NOR have a community service or philanthropic fundraising component.

To accommodate this possible change, two questions are being added to the online Grant Petition form to capture this new information that we need. Also, this change will have no effect on the Grant Petition process, only the priority in which your petition receives.

**The Grant Petition Checklist**

* Follow the link on the SGA website to the online Grant Petition form. Fill one out completely for each individual event and submit the completed form online. No petitions will be accepted after 2:00pm on October 26th. (Failure to use separate forms for multiple events will cause your organization for forfeit funding for this meeting.)
* When filling out the itemized cost portion of the Grant Petition form, please list all expenses from your event. If your event has already occurred, your itemized costs should match your receipts. If your event has yet to occur, please do your best to estimate your expected costs. Note that Congress can only reimburse up to 75% of your events eligible costs. (Memorabilia, transportation costs, etc. are things that are not eligible to be funded. For specific questions, ask the SGA Treasurer.)
* Pick up an advisor signature form for each event that your organization has petitioned for. These will be available outside the SGA office starting October 12th. Turn these in, signed by your advisor, by 2:00pm on October 26th in the specially marked folder outside the SGA office. (Online petitions without a matching advisor signature form cannot be considered for funding.)
* Make photocopies of all your receipts from your event. If your event occurred on or before October 12th, then copies of your receipts must be turned in to the front desk of the Office of Campus Life by 2:00pm on October 26th. All other events must have their receipts turned in within two weeks after the event has taken place.
* Have a knowledgeable member of your organization show up to the Grant Petition meeting at 5:00 on November 9th. This individual must potentially be able to describe and answer questions about the event being petitioned for. (Failure to have a representative present at the Grant Petition meeting will cause your organization to forfeit funds for this meeting.)
* During the meeting, your representative will be called up. The Speaker will ask the representative if they accept or decline the proposed amount of funding of the SGA finance committee. After that:
	1. The representative has two minutes to appeal to Congress.
	2. Congress then has the opportunity to ask the representative questions.
	3. Congress deliberates among themselves.
	4. Congress can allow the representative another two minutes to provide additional information.
	5. Congress has the opportunity to debate further.
	6. Congress votes.

(Note that just because the representative accepts the amount proposed by the SGA finance committee does not mean Congress has to confirm that exact amount.)

* If Congress grants your organization money, your representative will immediately receive paperwork from the SGA President at the GP Congress Meeting. This form must be turned in, signed by your advisor, to the front desk of the Office of Campus Life within 30 days for each event. (If your forms are not submitted within 30 days, your organization is ineligible to receive the approved funds, as noted on the form.)
* Checks will be available within two weeks from the submission of this form. These can be picked up at the front desk of the Office of Student Activities.
* If Congress denied your petition, your organization is able to repetition at the next Grant Petition meeting as long as your event occurs between November 9th, 2009 and February 2010.
* Once your event takes place, any remaining monies must be returned as well within two weeks. Funds cannot be used for other costs not identified in the petition. (If receipts and any remaining monies are not received within two weeks after the event has taken place, the organization will be denied funding from subsequent Grant Petition meetings for the duration of up to one year from the date of the event.)



**SGA Grant Petition Form**

Before completing this form, please prepare a two-column Excel spreadsheet with **Item Desciption** in column one and **Estimated Cost** in column two. Also, please make sure that your spreadsheet includes a title that matches the name of your event. Near the bottom of this form, you will be able to browse for your spreadsheet and upload it as an attachment.

Please comple all items on this form. When complete, click the **Submit Form** button *once*.

**Contact Information**

Organization Name: 

Contact Name: 

Contact Phone: 

Contact Email: 

Faculty Advisor: 

Faculty Advisor Phone: 

**Event Information**

Event Name: 

Event Date: 

Has your event been registered on BIC and approved through the Office of Campus Life and Dean of Students? Yes No

Is the program for Convocation Credit? Yes No

Has the event that you are petitioning for occured in the past? Yes No

If so, what amount of money have you received previously for this event? 

This event is:

Campus wide

Specific to your organization

Conference Fees

Is this event in collaboration with other organizations? Yes No

If 'yes', what other organizations?



Description of event:

 

Does this event contain an educational component? If so, please describe:



Does this event contain a community service element, philanthropic fundraising component, or demonstrate a showcase of talents to the community? If so, please describe:



**Funding Information**

Please document the total cost of your event (not just the money you are petitioning for). Your document should be formatted in two columns: *Item Description* and *Estimated Cost*. Please be sure to label your itemized list with the name of the event.

Upload Excel File: 

List other income sources for event (required):



Budgeted amount for event (required): 

Monetary amount requested: 

Date funds are needed: 

**Submit Your Grant Petition**

