



A Guide to Grant Petition

Purpose

Under the guidance and leadership of the Office of Student Activities at Belmont University, the Student Government Association aspires to ensure a vibrant campus community by providing opportunities for Belmont's recognized student organizations to petition SGA for financial assistance through the Grant Petition process. Additionally, SGA desires to show their support for newly recognized student organizations by allowing them to petition for modest start up funds through the Grant Petition process.

Requirements for Eligibility

For an organization to be eligible to petition they must meet the following prerequisites:

1. The petitioning organization must be officially recognized by the Office of Student Activities at Belmont University.
2. Petitioning organizations must participate in the monthly Presidents' Council Meetings during the semester that they are petitioning.
3. Petitioning organizations must attend a grant petition information session during the current semester prior to submitting the grant petition.

Eligible Petitions

Petitioning organizations will need to choose the category to which their petition most closely aligns with. To qualify for that category, a petition must not be in conflict with the descriptions listed below the category heading. In an effort to support the multitude of requests from student organizations and to stretch the Grant Petition budget as far as possible, SGA gives priority to the following requests in the order that they are listed:

1. **Campus-wide Programming**
 - Programming targeting the majority of campus
 - Students serving as the primary audience
 - Open to all students
2. **New Student Organizations**
 - Modest start up funds in order to get the organization off to a successful start
 - Newly recognized student organizations only
 - Must petition within one academic year of receiving new recognition status
 - New student organizations are only eligible to petition once in this category
3. **Physical Resources**
 - Equipment that will benefit student programming or the general student population at large
4. **Conference & Registration Fees**
 - Educational and professional development experiences through conference attendance
 - Must demonstrate potential positive impact to Belmont as a result participation
 - Student presentations at conferences are strongly encouraged
5. **Other**
 - These will be reviewed at the Finance Committee's discretion.

Ineligible Petitions

In order to make the largest impact on campus, there are certain things that SGA will not fund.

1. T-shirts.
2. Individually personalized items (these are items that are intended for use by only one person such as a jersey with a player's name on it).
3. Items that will only benefit the petitioning organization unless it is a New Student Organization or Physical Resource Petition.

Requirements of Petitions & Petitioners

1. Petitions must be for one specific event – not multiple events. Organizations can submit as many petitions as they desire at any given grant petition meeting.
2. The petition must include the itemized budget supplement that is provided by the Finance Committee.

3. If the petition is for an event that has already happened or a purchase that has already been made then they must turn in the receipts to the SGA Office at the time of the petition.
4. Petitioners should be prepared to respond to questions of the committee within 24 hours of the request for additional information so that the petition can be appropriately considered in time for the grant petition meeting.
5. The representative that attends the Congress/Grant Petition Meeting must be the same as the individual who attended the required Grant Petition Information meeting.

Procedure

1. Grant petition dates can be found on the SGA BruinLink calendar.
2. SGA Grant Petition forms can be completed on-line through SGA's BruinLink page. Petitions must be submitted on-line by the published deadline found on the SGA BruinLink calendar or they will not be considered.
3. Once petitions are received, SGA's Finance Committee will review each petition and prepare recommendations for funding to be presented to Congress. (Note: The Finance Committee only makes recommendations; Congress makes final decisions for all Grant Petition requests based on recommendations from the Finance Committee and information/rationale provided by organization representatives at the Grant Petition Meeting).
4. At a pre-determined Congress meeting, funding recommendations will be presented to the members of Congress. At that meeting, representation from each petitioning organization must be present for the entire meeting in order to accept or defend the recommended amount. The organization representative will be given two minutes to speak to the members of Congress in order to provide adequate rationale for his or her particular financial request. Congress will then have the opportunity to engage in two minutes of Q&A with the organization representative. Finally, Congress will vote to make a final decision to approve, deny, increase, or decrease the recommended amount.
5. Once a final decision has been made, the SGA President and Treasurer will sign and give the organization representative a final award letter reflecting the final decision. This letter will need to be completed and signed by the organization President and Advisor. In order to receive the awarded funds, the organization must turn the completed letter into the Office of Student Activities no later than two weeks after the date of the award. Check requests and/or agency account transfers may take up to two weeks to process from when the award letter is turned in.

Post Grant Petition Process

1. If the petition is for an event that has not happened, or a purchase that has not been made, then the organization must turn in all receipts and the appropriate forms no later than seven days after the event has happened or the purchase was made.
2. If the receipts turned in after an event or purchase show that there is a difference less than \$10, then the petitioning organization may keep the difference. If the difference is greater than \$10, then the petitioning organization must return the unspent funds.
3. Organizations that receive funding are required to complete a survey in response to the petitioning process so that SGA may further enhance the petitioning process.
4. A Post Event Wrap Up Form must be completed (provided by SGA) for all campus programming and conference attendance in order to assess the program's impact on the Belmont community and spending.
5. SGA will publish a comprehensive list of organizations that received funding, how much they received, and what they received funding for.
6. SGA will also provide a detailed report to the Office of Student Activities.

For questions regarding the SGA Grant Petition process, contact SGA via email at sga@belmont.edu or on the SGA BruinLink page.

