

BELMONT UNIVERSITY STUDENT GOVERNMENT ASSOCIATION
GRANT PETITION GUIDELINES

It is the right of student organizations, officially recognized by the Office of Student Engagement and Leadership Development, to petition the Student Government Association for grant money in order to grow as an organization and host events that benefit the community of Belmont University. The Student Government Association has a mission to facilitate student experiences while being good stewards of the money given to them.

Policy:

To best support as many student organizations as possible, allow for the equitable distribution of funding to organizations, and to promote compliance and safety of all students, The Office of Student Engagement has enacted the following policies:

- \$3000 limit per student organization per academic year unless the organization receives *special consideration* from the SGA Senate.
- To be eligible for *special consideration* of funding amounts greater than the \$3000 yearly limit, the grant petition must meet two of the three following criteria:
 - The organization does not have an annual budget of more than \$20,000
 - The funding would be used for an event or initiative that is advertised to or supports the entire campus community, not solely members of the organization and a limited number of guests.
 - The funding would be used for events or initiatives that are not held on a regular basis I.e., weekly, monthly, or annually.
- Any event receiving SGA funds must be approved in BruinLink by Student Engagement before any petitions can be heard regarding the event.
- Funds should be used within two months of the date the organization receives notice of the final amount of their grant OR by the last day of class in the spring semester, whichever is sooner. Remaining funding after the applicable deadline is forfeited.
- The last date to submit a grant petition will be:
 - Grant petitions less than \$500- 2 weeks before the last day of class in the Spring Semester
 - Grant petitions greater than \$500 – 3 weeks before the last day of class in the Spring semester
 - However, as grants are awarded by order they are received, all funds may be allocated before this deadline.
- In the BruinLink Funding Request form, student organizations are required to upload documentation of their current financial position.
 - The finance committee will review this documentation in determining each organization's level of need in order to support all 180+ Student Organizations.
 - Organizations can provide rationale for why they cannot use funds currently in their accounts toward the amount they are petitioning.
- To receive funding, student organizations **must** have an on-campus agency account OR be willing to work with the Office of Student Engagement to purchase supplies if you use an off-campus account.
 - All organizations can request an on campus agency account through the Office of Student Engagement.
- The finance committee uses this [Budget Guide](#) as they determine amounts for approved grants, please review before submitting your request.
- SGA's Treasurer and Finance Committee handle all Grant Petitions and adhere to the Bylaws enacted by the SGA Senate and University Policy

The Process:

1. Any organization interested in petitioning must submit an a Funding Request on BruinLink on their organization's finance tab. With the application, the following documents are required:
 - a. Upload completed [itemized budget template](#) to describe how the organization will use the funding it is requesting
 - b. Upload a screenshot or other documentation of the organization's current account balance (Agency account or off campus account), or the org's annual budget must be uploaded to the Funding Request form on BruinLink
 - c. Have your advisor complete the [advisor letter](#).
2. SGA's Finance Committee hears Grant Petitions at finance meetings, predetermined by the Chairperson at the beginning of the semester, a minimum of once a month. The petitioning organization is required to attend a finance committee meeting of their choosing from the list of meetings to present their petition to the committee.
3. During the committee meeting, the representative from the petitioning organization will present their request and rationale to the committee and answer questions that may arise during the presentation. The representative is then welcome to leave while the Finance Committee discusses and determines a recommended funding amount.
 - a. For grants greater than \$500, the recommendation will be presented to the Student Senate and voted upon at the next general body meeting.
 - b. Grant requests less than \$500 may be approved by the Finance Committee.
4. The student organization representative has the option to attend the general body meeting where the petition will be discussed – they should notify the Chief of Staff of their plan to attend, but it is not required.
5. The final grant amount will be communicated to the organization within 5 business days of approval by the Finance Committee or Senate.
6. In order to use the funds granted, organizations should submit a purchase request through BruinLink and work with The Office of Student Engagement to determine the best methods to utilize the money.
7. All receipts must be emailed to the SGA Treasurer within ten (10) business days after the event or all items have been purchased. These receipts must match the itemized budget to a reasonable extent, determined by the Treasurer, Finance Chairperson, and Finance Committee, lest money be returned to SGA.

Important Information:

The Finance Committee bases the amounts it awards on the potential benefit to the entire student body and the potential of future use. Other factors influencing the finance committee's decisions include the organization's prudence and demonstrated need. It is not limited to but gives priority to the following categories:

- Campus-Wide Programming
- New Student Organizations
- Physical Resources

Although SGA has funded registration fees and conferences in the past, the focus on funding will focus towards petitions that impact campus involvement and community interaction.

SGA cannot fund anything that violates Belmont policy laid out in the Bruin Guide, including bottled water, Coca-Cola products, etc. SGA will not fund any personalized items, such as jerseys with individual names on the back.

THE DECISIONS OF THE FINANCE COMMITTEE AND SENATE ARE SUBJECT TO THE CHANGES AND ULTIMATE APPROVAL OR DISAPPROVAL OF SGA'S ADVISOR.

Contact Information:

SGA General Email
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