



Departmental Grant Process

Last Updated (5/5/2022)

Purpose

- To provide opportunity for Southeastern departments to host on-campus educational events.
- To defer the costs associated with educational events.
- To defer costs cut by budget reductions that are essential to students succeeding within the degree program.

Quick Overview:

- **SEVEN TO EIGHT WEEKS** prior to the start of the event/project, the applicant should log into the [SGA Grant system](#) and follow the link to the Google form to schedule a meeting with the Graduate Assistant, and the Graduate Assistant will confirm the meeting time via email. At the meeting, the grant policies, budget, and any quotes will be reviewed. Should you have any issues or questions regarding the meeting scheduling process, please email sga@southeastern.edu.
- Following the meeting, the applicant completes the online departmental grant application in the [SGA Grant system](#). The application must be submitted **AT LEAST SIX WEEKS** prior to the start of the event/project.
- The grant application will be reviewed by the SGA Advisor and 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 Departmental Grant bill.
- The grant applicant and faculty 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 question.
 - 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.
- Following the meetings, the SGA Senate votes on the bill, and signatures will be obtained.
- The GA will email the applicant with a notice of Bill pass/fail.
- If the bill passes, SGA Advisor sends "Next Steps" email with financial processing information.
- A detailed report including pictures of the event/project, receipts, and must be turned in within two weeks after the conclusion of the event/project.

Detailed Steps:

Step 1: The applicant should visit the [SGA grant system](#) to set up a meeting with the Graduate Assistant **before** filling out the departmental grant application. The meeting will last approximately 30 minutes. The graduate assistant will review departmental grant policies, budget, and any quotes.

- Eligibility Requirements
 - Must be a University Department (Academic or Non-Academic)
 - May not have already received a departmental grant from SGA within same fiscal year
 - May not have submitted same application within same fiscal year
 - If an event is being held:
 - It must be held on Southeastern's campus.
 - It must be educational in nature
 - It must be free and open to all students
 - If the grant will cover supplies, the SGA logo must be present on them.

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

- The application must be submitted at least six weeks before the start of the event or project. Departments are unable to apply if they do not meet this deadline. Information required for the application is:
 - Name of the Department Head
 - Name of Project/Event
 - Date of Project/Event
 - Explanation of the main objectives.
 - The scope of the Project (Who will this impact? What is your target audience)
 - Past Funding Sources?
 - Frequency of Project (How often is this event/project usually conducted?)
- Please follow the instructions on application
 - Make sure to provide correct contact information
 - A detailed budget sheet including quotes for requested funds is **REQUIRED**.
 - If purchasing supplies, attach pictures and prices of proposed items to purchase.
 - If hosting an event, you must attach literature promoting the event (The flyer must include "sponsored by SGA" with the SGA logo
 - Please be as detailed as possible in the application.
- No grant request may exceed \$1,500.

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 Departmental Grant bill. The grant applicant is emailed the dates they will need to attend the Appropriations Committee meeting (meets Tuesdays at 4 pm) and SGA Senate meeting (meets Mondays

at 5 pm) to speak on behalf of their bill and to answer any questions. A representative must attend the meetings to present the application and answer any questions the senators may have.

Step 5: The grant legislation will be voted on in the Senate meeting. After the bill is passed, it must be signed by SGA President, SGA Vice President, SGA Advisor, Director of the Office for Student Engagement, and the Vice President for Student Affairs. Please allow for three weeks for legislation to be approved and budgets to be set up.

Step 6: The GA sends an email informing the applicant of the Bill pass/fail.

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.

- No purchases will be made after the date of the event or prior to getting approved
- All original receipts from purchases made with grant funding must be submitted to the SGA advisor.
- Submit a complete, detailed report to the SGA Graduate Assistant, no more than two weeks following the event. 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 department.

Other Important Grant Information:

- Department grant request may not exceed \$1,500.
- A department may receive only one SGA grant per academic year.
- Only Coca-Cola beverages can be purchased.
- Any giveaways must be Southeastern related.
- No gift cards of any kind can be purchased.
- Department will lose grant privileges for two academic years due to any of the following violations:
 - Failure to submit receipts and report packet by deadline.
 - Purchases made that were not approved by SGA.
 - Failure to submit a report following the completion of the event

Process Flow Chart:

↓ Departmental 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 applicant and reviews grant policies. Applicant provides information on event/project. The budget and any quotes will be reviewed.

2. Applicant submits online application and emails budget breakdown before 6 week deadline

- SGA Advisor and GA review budget breakdown. If there are any questions, the applicant may be asked to provide clarification or revisions.

↓ Pre-Legislation ↓

3. Legislation drafted

- SGA VP or senator authors bill
- Bill is added to agenda as New Business.
- Appropriations Committee Chair emails applicants with date and time of 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 Appropriations Committee. Applicant does *not* need to attend this Senate meeting.

↓ Legislative Process ↓

5. Appropriations Committee Meeting (Applicant must be present)

- Applicant presents application to the committee and answers any questions they have. Committee may have recommendations for applicant regarding budget breakdown. If applicant needs to make to changes to budget, they may ask the Appropriations Committee to amend.

6. Senate Meeting (Monday at 5:00 pm - Applicant must be present)

- The bill is added to Unfinished Business.
- Applicant presents application at the Senate meeting and answers any questions they have. Senate votes on bill.

7. After Senate vote

- If bill passes, GA sends congratulations email informing applicant to expect email from SGA Advisor
- SGA Advisor and/or Assistant Director sends "Next Steps" email with financial processing information.
- If bill fails, GA sends email notifying applicants of bill failure.
- If bill fails, a department may not reapply with the same purpose within the same fiscal year, but a department may submit a different application for another purpose.

↓ Post Legislation ↓

8. Signature and financial paperwork

- Signatures are obtained from: SGA VP, SGA President, SGA Advisor, Director of OSE, and VP Student Affairs.
- Assistant Director sends all paperwork to the Budget Office after signatures are obtained

↓ **Post Departmental** ↓

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:
 - Was it successful?
 - What did organization gain from event?
 - Attach 3 photos
- Applicant should also submit itemized receipts showing paid in full.