



SGA Grant Application

Date: _____

Name of Student Organization(s): _____

Name of Event: _____

Date & Time of Event: _____

Location of Event: _____

Goals of Event (i.e. Fund-raising event, Awareness event, Social/ Educational, etc.): _____

What would the Funding go towards (please be specific)? _____

Have you Fund-raised, or do you plan on Fund-raising, for this event? Yes No

How much have you raised thus far? _____

Are there other expenses associated with this event that the club will be covering? Yes No

If yes, then what expenses will the club be covering? _____

Total Amount Requested: _____

Date Funds Needed By: _____

How will your club make purchases? **NOTE: SGA cannot cut checks**

Advisor has Pcard Personal Reimbursement Will need someone else to make purchases

Advisor's Signature: _____

Date: _____

Club President's Signature: _____

Date: _____

PLEASE NOTE:

Grant Application Forms must be completed and have all necessary signatures prior to being presented & discussed at SGA Finance Committee Meetings. Applications will not be sent to the SGA Student Body for final approval until it has been approved by the SGA Finance Committee.

For a grant to be voted on at a Student Body Meeting, a representative from the applying organization must be present at the Student Body Meeting, and must make a motion to bring the grant to the floor for a full vote during the New Business portion of the meeting. If no Representative is available to attend, alternative arrangements must be made prior to the meeting. If no such arrangements are made, the grant will be tabled until the next Student Body meeting.

SUBMIT COMPLETED FORM TO SGA OFFICE, OFFICE OF STUDENT INVOLVEMENT, OR STUDENT EXPERIENCE OFFICE

Finance Committee Record

Date of Finance Committee Meeting that Grant was first introduced: _____

Amount Initially Requested: _____

Was grant application approved? Yes No

Reason for Denial: _____

Was grant application amended? Yes No

Explanation and Reasoning for amendment(s):

Amount Approved by Finance Committee: _____ Date: _____

Required Signatures *(to be signed at Finance Committee Meeting in which grant was proposed)*

Presenting Club Representative Signature: _____ Date: _____

SGA Finance Committee's Chairperson Signature: _____ Date: _____

Student Body Record

Date of Student Body Meeting that Grant was voted on: _____

Approved Student Body Amendments (if applicable):

Amendment(s) Vote Tally: Yea _____ Nay _____ Abstain _____

 Yea _____ Nay _____ Abstain _____

Final Vote Tally: Yea _____ Nay _____ Abstain _____

Amount Approved by Student Body: _____ Date Approved: _____

Required Signatures *(to be signed if grant is approved by Student Body):*

SGA President Signature: _____ Date: _____

Dean of Students Signature: _____ Date: _____