

## **STUDENT GOVERNMENT ASSOCIATION**

### **Organizational Funding Information**

indstate.edu/sga



### **How to obtain Organizational Funding from Student Government Association:**

Who is eligible and what is the purpose of funding?

- Purpose – It is SGA's mission to enrich an Indiana State University student's education outside of the classroom through the encouragement of social, cultural, recreational, and professional development opportunities for the student body. SGA recognizes the vital role organization play in the carryout of this mission and allocates funding for student organizations to assist in implementation.
- Maximum Award – No organization can receive more than \$800.00 per year in total awards. This maximum may be lifted in certain circumstances.
- Eligibility - All funding requests are subject to approval by SGA
  - Only organizations who have been officially registered in the office of Student Activities and Organizations (SAO), Fraternities, Sororities, and Residential Hall Councils may receive funding from the Student Government Association.
- Please note, that in order to receive money from SGA, all organizations must have an account from the Controller's Office.
- Internal operational expenses are eligible for funding.
  - Internal operational expenses are: advertisement, supplies to carry out the mission statement and/or purpose, benefits that extend to members of the organization only.

### **What Funds are Available?**

- 1.) **START-UP GRANT:** Grants refer to one time money, up to \$300, available to official organizations that have been official for up to one full year. Organizations shall forfeit any right to Start-Up Grants if not requested within their first year of receiving official status.
- 2.) **FISCAL CRISIS GRANT:** Refer to a once a year funds at a maximum of \$300 that are available to organizations that have outstanding debts without the funds to pay them.
- 3.) **EVENT FUNDING REQUEST:** is money available to organizations who would like Student Government Association to co-sponsor/fund eligible events. The Organizational Funding Committee will evaluate this request.
- 4.) **ORGANIZATIONAL DEVELOPMENT GRANTS** is money available to organizations for internal development of members and the organization. The Organizational Funding Committee will evaluate this request.

### How Do We Apply?

- Fill out the attached application and deliver it to HMSU Rm. 621, Ext. 3842.
- Attach a **detailed budget** that focuses on how your organization will be using the funds granted.
- Attach a **current balance** of the organization's agency account and bank account.
- Event Funding Requests must be turned in **three weeks** before the planned activity. Please note that Organizational Funding Committee meets every other Wednesday. Please take this into consideration when planning.
- If approved, your organization will be required to fill out a program evaluation form and turn in all copy receipts pertaining to the event within ten academic days after the event. Furthermore, all funded events must demonstrate SGA sponsorship during the event. Please read attached contract for further details. All funds will be transferred directly to the organization's agency account.

### Requirements & Uses for Various Forms of Funding:

#### Start-up Grants:

- Newly registered organization with Student Activities and Organizations (SAO)
- Available for expenses related to getting your organization off the ground (ie: advertisements, member recruitment, supplies pertinent to mission)
- Submit a proposed budget detailing all planned expenses

#### Event Funding:

- Must recognize Student Government Association as a financial contributor at the event

#### Organizational Development:

- Grants must be used for professional/leadership development opportunities for student members and purchase of supplies pertinent to carrying out the organization's mission
  - Professional/Leadership development includes:
    - Local, state, regional, or national conferences (registration only)
    - Leadership institutes (I-LEAD, LEADERSHAPE, etc.)
    - Training sessions (by professionals or national affiliates)
    - Retreat