



Monroe Park Campus SGA Appropriations Cheat Sheet

**Monroe Park Campus Student Government Association
Funding Request Calendar**

Funding Period	For Complex Events, Fundraising, or Travel Dates in:	Deadline:
1	August, September, October	April 1, 11:59PM
2	November, December	September 1, 11:59PM
3	January, February, March	October 1, 11:59PM
4	April, May	January 1, 11:59PM
Operational Requests		February 15, 11:59PM

Operational Funding Grants

- Organization has must be fully registered by January 15th
- Up to \$500 per academic year
- Proper documentation must be provided for any line >\$100
 - Must be dated within 2 months of request submission
 - Ex: Current invoices, quotes, shopping cart screenshots
- Funding for day-to-day organizational needs. Cannot be a travel or complex event.
 - Ex: rental of equipment, personnel/services, publicity, facilities, and supplies
- All apparel must include: MPC SGA Logo or “Sponsored by Monroe Park Campus Student Government Association”

Travel Grants

- Up to \$2,500 is available per academic year
 - Can’t spend more than \$500 per person
- Up to \$7,500 is available for co-sponsored travel grants.
- Proper documentation must be provided for any line >\$100
 - Must be dated within 2 months of request submission
 - Ex: Current invoices, quotes, screenshots
- Travel for conferences, competitions, and activities that promote VCU
- When utilizing SGA funding for travel, organizations need to complete travel authorization paperwork with the SLIC office at least 30 days prior to the date of the event

Complex Event Grants

- Up to \$5,000 is available per academic semester
- Up to \$15,000 is available for co-sponsored complex events a semester.
- Must meet with your event planner before your meeting with the appropriations committee if your request is \$1,000 or greater and takes place in a USC&A facility.
- Proper documentation must be provided for any line >\$100
 - Must be dated within 2 months of request submission
 - Ex: Current invoices, quotes, shopping cart screenshots
- Must be open and accessible to all students
- Per diem food rates of \$25 for dinner, \$15 for lunch, and \$10 for breakfast
- Maximum of \$500 for t-shirts
 - All apparel must include: MPC SGA Logo or “Sponsored by Monroe Park Campus Student Government Association”
- Event must be publicized on Commons TV, TelegRAM, and added to myOrgs calendar
- Cannot fund for prizes, gifts, or gift cards

Fundraising Grants

- Up to \$1,000 per academic semester that is subtracted from your Complex Event Grant allowance.
- Must meet with your event planner before your meeting with the appropriations committee if your request is of any amount and takes place in a USC&A facility.
- Proper documentation must be provided for any line >\$100
 - Must be dated within 2 months of request submission
 - Ex: Current invoices, quotes, shopping cart screenshots
- Per diem food rates of \$25 for dinner, \$15 for lunch, and \$10 for breakfast
- Maximum of \$500 for t-shirts
 - All apparel must include: MPC SGA Logo or “Sponsored by Monroe Park Campus Student Government Association”
- Event must be publicized on Commons TV, TelegRAM, and added to myOrgs calendar
- Cannot fund for prizes, gifts, or gift cards
- At least 100% of proceeds must be donated to a non-profit organization.
- Only grant where students can be charged/ticketed to attend the event

****Disclaimer: Not all information is available on this sheet. It is the responsibility of the student organization to make sure they are knowledgeable of the Monroe Park Campus Student Government Association Appropriations Financial Bylaws.**