Funding Request
Model for VCU SGA
Overview

With the new merger of the SGAs, we will have one funding body for student organizations.

Fall 2017 will be the transition phase.

The new funding process will officially begin in Spring 2018.

To access funds in Spring 2018, you must submit a budget request by October 1, 2017.
Appropriations Committee

- Funding body composed of undergraduate, graduate, and professional students
Fall 2017 Funding Period

Undergraduate Organizations

- Will follow the current MPC SGA model
- For events and travel in November and December 2017, you must submit a grant request by September 1, 2017

- Requests will be submitted via RamsConnect (vcu.collegiate.net)
- Your organization must be registered on RamsConnect
- The Appropriations Committee will meet to evaluate requests and decide by October 2017
Fall 2017 Funding Period

Graduate and Professional Student Organizations

- Will follow the current MCV SGA model
- Funding requests must be submitted by the Monday before each Graduate and Professional Student Senate meeting
- The deadlines are:
  - August 21
  - September 11
  - October 9
  - November 6
- Requests will be submitted via RamsConnect (vcu.collegiate.net)
- Your organization must be registered on RamsConnect
- The Appropriations Committee will decide within two weeks (presentations are optional)
Spring 2018 Funding Period

New Funding Request Process Begins

- Any organization that desires funding must submit a proposed budget by the deadline for each period

- Funding Period Deadlines:
  - Spring: October 1
  - Summer: March 1
  - Fall: April 1

- Less funds will be available for the summer funding period

This means funding for Spring 2018 must be submitted by October 1, 2017 at 11:59 PM.

Or else you are the weakest link.
Funding Types

VCU SGA FUNDING

PROGRAMMING

- Facility rentals
- Food and supplies
- Fundraising events
- Skilled and contracted services

TRAVEL

- Activities
- Conferences
- Retreats

OPERATIONAL

- Office supplies
- Organization awards
- Organization publicity and marketing
- Regularly used equipment

www.sga.vcu.edu
contact: sgafunding@vcu.edu
Budget Breakdown

- Due to a difference in Student Activities Fee (SAF) paid, undergraduate organizations will have access to 70% of SGA’s appropriations funds.
- Graduate and professional student organizations will have access to 30% of SGA’s appropriations funds.
- An organization’s designation is decided by the majority makeup of its members, *e.g. if you have six graduate student members out of ten total members, then you are a graduate student organization.*
Annual Budget Caps

Undergraduate Organizations

- Operational: $500
- Travel: $2,500
- Programming: $10,000
  - Limited to $5,000/funding period
  - Further limited by programming levels (next slide, hold your questions)

Graduate and Professional Organizations

- Operational: $100
- Travel: $2,000
- Programming: $4,000

This means your organization can apply for up to these amounts across all three funding periods (one year).
Sample Budget

- An empty budget (Excel sheet) will be accessible for every organization to fill out
- We’ll walk you through it now
FAQs

What if submitted budgets exceed the allocable funds?

We will evaluate every budget individually. If the funds requested are appropriate, they will be approved.

Once all budgets are approved (or declined), we will assess the requested sum from all organizations, and if it exceeds allocable funds, we will apply a percentage cut across all budgets.

Each student organization can apply that cut where they wish.

What if I need funding after the deadline?

The Appropriations Committee will retain some miscellaneous funds for organizations that can demonstrate a need that arose after the deadline (this must be verifiable).

Student organizations may apply to use these funds by grant request, which the Appropriations Committee will evaluate on a rolling basis.
FAQs Cont’d

What if I don’t use all my funds by the end of the funding period?

Unused funds will be returned to the SGA and distributed during the next funding period.
Funding Period Timeline
Ex. Spring 2018

Organizations submit budget for Spring 2018.

October 1, 2017

Appropriations Committee evaluates budgets.

October 2017

If the Appropriations Committee has a question about the budget, they will request a hearing.

Early November 2017

Organizations will be notified whether their budget requests were approved.

November 2017

Spring 2018

Use those funds!
Here's what happens if the Appropriations Committee denies your request...

File an appeal that will be submitted to the SGA Advisor who forwards it to the SGA Judicial Branch.

The SGA Judicial Branch will decide whether the budget should be approved or not.

If Judicial Says No

If the organization is not satisfied with the Judicial outcome, then they may file a second appeal to the VCU Student Commons Finance Office.

End of the Line
Next steps

Start planning
Proposed budgets for Spring 2018 are due October 1, 2017.

Info sessions
We will have further info sessions beginning in August-September to walk you through budget planning.

Register your student organization on RamsConnect
Go to: http://www.usca.vcu.edu/slic/student-organizations/creating/

Complete Finance Training!
Questions?