Funding Request
Model for VCU SGA
Updates!

- So... We have updated the funding request form so that is easier for student orgs to request funding.
  - Categorization for grad/professional organization
  - Event time
  - Expected attendance
  - Changed wording from complex to programming
  - Line items for travel
  - Added option for operational requests
Appropriations Committee

- Funding body composed of undergraduate, graduate, and professional students
  - 4 Undergraduate students
  - 4 Graduate/Professional students
Fall 2018 Funding Period

General Information

- Requests are submitted via RamsConnect (vcu.collegiate.net)
- Your organization must be registered on RamsConnect
- The Appropriations Committee will meet to evaluate requests and decide by May 2018

- President and Treasurer must be USC&I Finance Trained
- Funding will not be granted to non trained Student Orgs
Fall 2018 Funding Period

- Any organization that desires funding for the next semester must submit all their requests by the deadline for each period

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

- Less funds will be available for the summer funding period

This means funding for Fall 2018 must be submitted by **April 1, 2018 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

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 Caps (Fall/Spring/Summer)

Undergraduate Organizations

• Operational: $500
• Travel: $2,500
• Programming: $10,000
  ○ Limited to $5,000/funding period

Graduate and Professional Organizations

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

Cap for event collaborations: $15,000

This means your organization can apply for up to these amounts across all three funding periods (Fall/Spring/Summer).
Common Mistakes Made on Funding Requests

- Missing or improper documentation
  (example, if event prices have not come out, provide documentation updates as soon as it does. Or apply for the special funding)
- Charging for entry
- Not open to all of VCU students
- T-shirts without designs or without “Sponsored by VCU SGA”
- Over the meal per diem
- Retained items for complex event funding
How to submit a funding request

- Go to the RamsConnect website
- Click on your Student Organization page
- Click on “Manage Organization”
- Top left corner there will be 3 lines with a drop down menu
- Click on the Finance option
- Click on Create Funding Request
Funding Period Timeline
April 1, 2018
Organizations submit funding requests for Fall 2018.

April 2018
Appropriations Committee evaluates funding requests.

Early May 2018
If the Appropriations Committee has a question about a funding request, they will request a hearing.

May 2018
Organizations will be notified whether their funding requests were approved.

Fall 2018
Use those funds!
Here’s what happens if the Appropriations Committee denies your request...

1. **Funding Request Gets Denied**
   - File an appeal that will be submitted to the SGA Advisor who forwards it to the SGA Judicial Branch.

2. **Within one week**
   - The SGA Judicial Branch will decide whether the funding request should be approved or not.

3. **Judicial Hearing**
   - 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.

4. **End of the Line**

Appeals Process
FAQs

What if submitted funding requests exceed the allocable funds?

1. We will evaluate every funding request individually. If the funds requested are appropriate, they will be approved.
2. Once all requests 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 requests.
3. Each student organization can apply that cut where they wish.

What if I need funding after the deadline?

1. The Appropriations Committee will retain some special circumstances funds for organizations that can demonstrate a need that arose after the deadline (this must be verifiable).
2. Student organizations may apply to use these funds by grant request, which the Appropriations Committee will evaluate on a rolling basis.
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.
Next steps

Start planning
Funding requests for Fall 2018 are due April 1st, 2018.

Any questions email SGAFunding@vcu.edu or visit sga.vcu.edu

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

Complete Finance Training!
Information Sessions

- **March 21, 2018**
  - MPC: 12pm at Founders Corner USC
  - MCV: 7pm at the MCV SGA office

- **March 22, 2018**
  - MPC: 6pm at Founders Corner USC
  - MCV: 6:30pm at the MCV SGA office

**Info sessions**
We will have further info sessions in **September** for Spring 2019 requests.
VCU SGA Appropriations Bylaws and Quick Guide to Funding

sga.vcu.edu/funding-requests/
Questions?