Funding Request Model for VCU SGA

VCU SGA• SGAFunding@vcu.edu
Overview

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

Fall 2017 is the transition phase.

The new funding process will officially begin in Spring 2018.

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

- Funding body composed of undergraduate, graduate, and professional students
  - 4 Undergraduate students
  - 4 Graduate/Professional students
Fall 2017 Funding Period

Undergraduate Organizations

- Will follow the current MPC SGA model
- For events and travel in November and December 2017, the deadline was September 1, 2017

- Requests were 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 to sgafunding@vcu.edu
- 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 for the next semester must submit all their requests 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
- 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

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

This means your organization can apply for up to these amounts across all three funding periods (one year).
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 dropdown menu
- Click on the Finance option
- Click on Create Funding Request
Funding Period Timeline
Ex. Spring 2018

October 1, 2017
Organizations submit funding requests for Spring 2018.

October 2017
Appropriations Committee evaluates funding requests.

Early November 2017
If the Appropriations Committee has a question about a funding request, they will request a hearing.

November 2017
Organizations will be notified whether their funding requests were approved.

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 funding request 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

Appeals Process

Funding Request Gets Denied

Within one week

Judicial Hearing

If Judicial Says No

End of the Line

Funding Request Gets Denied

Within one week

Judicial Hearing

If Judicial Says No

End of the Line
FAQs

What if submitted funding requests exceed the allocable funds?

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

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.

Each student organization can apply that cut where they wish.

What if I need funding after the deadline?

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).

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.
Next steps
Start planning
Funding requests for Spring 2018 are due October 1, 2017.

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

Info sessions
We will have further info sessions in September

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

Complete Finance Training!
Information Sessions

- Monday, September 11th, 5:30pm, Forum Room of Student Commons, Monroe Park

- Tuesday, September 12th, 5:30pm, Hunton Student Center First Floor Conference Room
VCU SGA Appropriations Bylaws

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