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	TRAVEL	OPERATIONAL
• Facility rentals • Food and supplies • Fundraising events • Skilled and contracted services	• Activities • Conferences • Retreats	• 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.
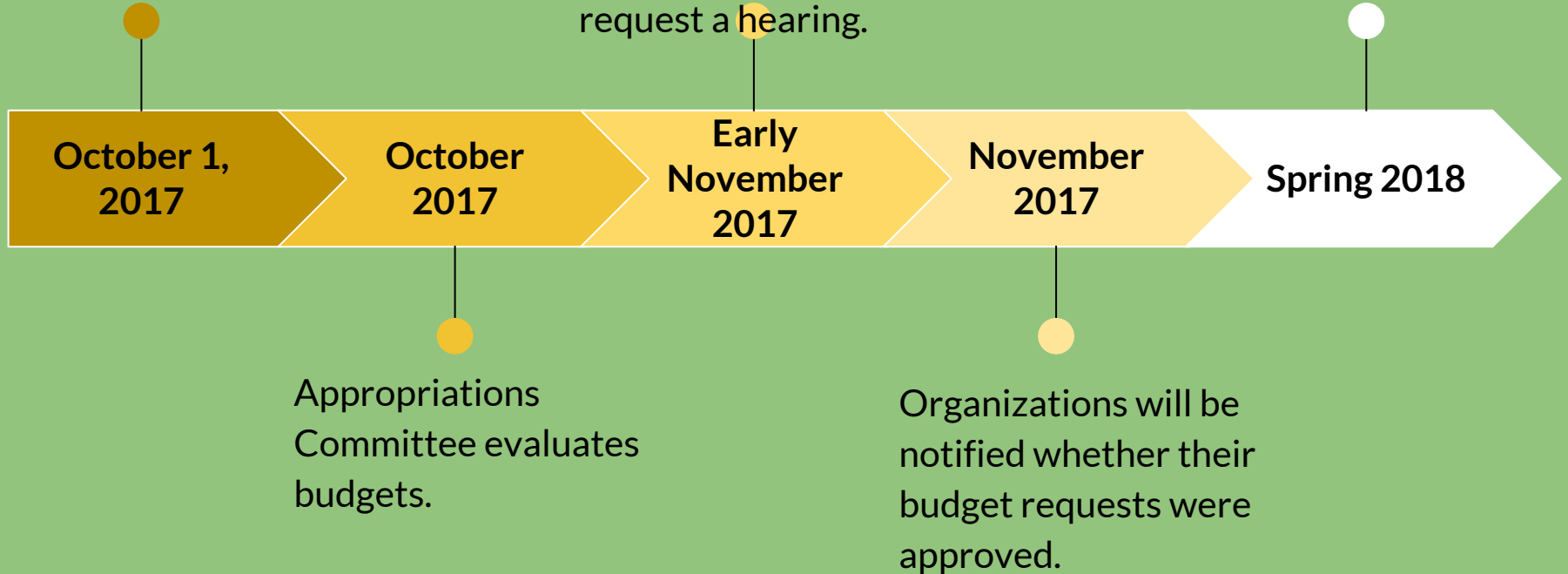
FAQ

Funding Period Timeline

Ex. Spring 2018

Organizations submit budget for Spring 2018.

If the Appropriations Committee has a question about the budget, they will request a hearing.
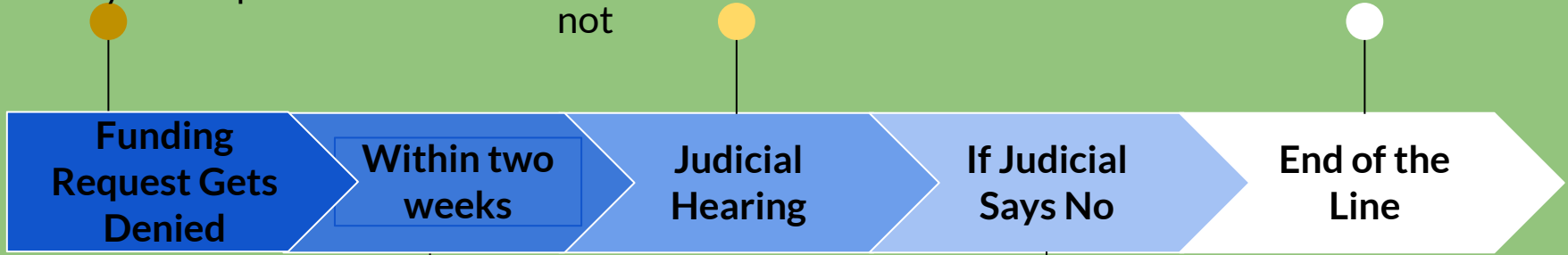
Use those funds!

| October 1, 2017 | October 2017 | Early November 2017 | November 2017 | Spring 2018 |

Appropriations Committee evaluates budgets.

Organizations will be notified whether their budget requests were approved.

Appeals Process

Here's what happens if the Appropriations Committee denies your request...

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

Funding Request Gets Denied → **Within two weeks** → **Judicial Hearing** → **If Judicial Says No** → **End of the Line**

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

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

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?