

## **THE BELMONT UNIVERSITY STUDENT GOVERNMENT ASSOCIATION GRANT PETITION GUIDELINES**

It is the right of student organizations, officially recognized by the Office of Student Engagement and Leadership Development, to petition the Student Government Association for grant money in order to grow as an organization and host events that benefit the community of Belmont University. The Student Government Association has a mission to facilitate student experiences while being good stewards of the money given to them.

SGA's Treasurer and Finance Committee handle all Grant Petitions and adhere to the ByLaws enacted by the SGA Congress.

### **The Process:**

Any organization interested in petitioning must submit an application via the Grant Petitions tab on BelmontSGA.org. Organizations must also send to the SGA Treasurer an itemized budget, a template for which is available within the application as well as under the Grant Petitions tab on SGA's website.

The application is followed by a letter that needs to be completed with the organization's on-campus account code or the BUID of the organization's off-campus bank account. This letter will need to have the signatures of the organization's representative and advisor before being brought to the SGA Finance meeting.

SGA's Finance Committee hears Grant Petitions at Finance meetings, predetermined by the Chairperson and Treasurer at the beginning of the semester, a minimum of once a month, and the petitioning organization must attend the first available Finance Committee meeting following the submission of the application.

During this meeting, the representative from the petitioning organization will defend their petition in a round of questioning from the Finance Committee. The representative is then welcome to leave while the Finance Committee discusses and finally votes on a *recommended* funding amount for the Grant Petition.

The letter, that needs to be brought to the Finance meeting, will be completed with the award stated before being sent to Belmont's Accounting division. The grant money usually takes about two weeks to be transferred into an agency account, or for a check to be written to the organization's bank account.

All receipts must be turned in within ten (10) business days after the event. These receipts must match the itemized budget to a reasonable extent, determined by the Treasurer, Finance Chairman, and Finance Committee, lest money be returned to SGA.

**Important Information:**

The Finance Committee bases the amounts it awards on the potential benefit to the entire student body and the potential of future use. Other factors influencing the finance committee's decisions include the organization's prudence and demonstrated need. It is not limited to but gives priority to the following four (4) categories:

- Campus-Wide Programming (must be open to the entire student body)
- New Student Organizations (must be less than a year old)
- Physical Resources (cannot be personalized items)
- Conference & Registration Fees

SGA cannot fund anything that violates Belmont policy laid out in the Bruin Guide, including bottled water, Coca-Cola products, etc. SGA will not fund any personalized items, such as jerseys with individual names on the back. Petitions may only be for events that have yet to occur. The only exception is in the case that the petition is for amounts incurred prior to the first grant petition round of the Fall semester.

Any event must be approved in BruinLink by Student Affairs before any petitions can be heard regarding the event.

Your organization **must** have either an agency account or an off-campus account in the organization's name, to be eligible for an SGA grant.

**The SGA logo must appear on any items purchased using funds obtained through SGA's grant petitioning process.**

**Important dates and deadlines:**

<b>Date</b>	<b>Title</b>	<b>Location</b>
Wednesday, September 13th, 11:59pm	Applications Due	BelmontSGA.org
<b>Monday, September 18th, 5:00pm</b>	<b>Grant Petition Round</b>	<b>McWhorter 429</b>
Wednesday, September 27th, 11:59pm	Applications Due	BelmontSGA.org
<b>Monday, October 2nd, 5:00pm</b>	<b>Grant Petition Round</b>	<b>McWhorter 429</b>
Wednesday, October 25th, 11:59pm	Applications Due	BelmontSGA.org
<b>Monday, October 30th, 5:00pm</b>	<b>Grant Petition Round</b>	<b>McWhorter 429</b>
Wednesday, November 8th, 11:59pm	Applications Due	BelmontSGA.org
<b>Monday, November 13th, 5:00pm</b>	<b>Grant Petition Round</b>	<b>McWhorter 429</b>
Wednesday, November 21st, 11:59pm	Applications Due	BelmontSGA.org
<b>Monday, November 27th, 5:00pm</b>	<b>Grant Petition Round</b>	<b>McWhorter 429</b>

Wednesday, December 6th, 11:59pm	Applications due	BelmontSGA.org
<b>Monday, December 11th, 5:00pm</b>	<b>Grant Petition Round</b>	<b>McWhorter 429</b>

**THE DECISIONS OF THE FINANCE COMMITTEE ARE SUBJECT TO THE CHANGES AND ULTIMATE APPROVAL OR DISAPPROVAL OF SGA'S ADVISOR.**

**Contact Information:**

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