How to Receive USG Funding

1. How to receive PBC Funding
   a. Receive recognition by the Department of Student Engagement and Activities for at least two consecutive semesters.
   b. Contact the Vice President of Clubs and Organizations to make sure your organization is eligible to apply for Probationary Budget Committee (PBC) funding. When reaching out, please provide:
      i. A description of your club/organization.
      ii. The types of Club Activities your club/organization does.
      iii. What kinds of equipment/materials your organization would want funding for.
   c. If your club/organization is eligible for PBC funding, the VP of Clubs and Orgs will send you a PBC Budget Application. A club can apply for a maximum of $600.00 each semester. For specific information on what your club can and cannot use the allocated funding for, please see the PBC Bylaws.
      i. **IMPORTANT**: Be as descriptive as possible when completing your budget application
      ii. All budgets must be turned in by the deadline that is set by the VP of Clubs and Orgs
   d. Submit your budget application, along with transition documents, a presentation (if one is being used), and any other supplementary documents such as flyers or GBM/Event attendance, to usg_clubsandorgs@stonybrook.edu
      i. After reviewing your application and making sure everything looks good, the VP of Clubs and Orgs will let communicate with you about attending a PBC meeting to present your budget request. During this meeting, your club/org will present your budget request in detail in front of a group of senators, the VP of clubs and Orgs, and the PBC Treasurer. There will be a portion of the meeting allocated for senators to ask your club/organization questions as well.
   e. The PBC may approve in full, approve a portion of the budget, or reject the budget that your club/org has requested. If the requested budget is approved in full or partially, the amount will be recommended to the Senate, who may grant the final approval if they see fit, once the club/org presents once more.
   f. This process will repeat until the spring semester where clubs/orgs have completed or are in the process of completing two or three successful semesters utilizing the PBC Budget. After/during those two to three semesters, the club/org is required to apply for a Line Budget. The club/org will need to reach out to the VP of Clubs and Orgs if not reached out to, for a Line Budget application. Because Line Budgets are a yearly budget, they will only be reviewed in the Spring Semester, however will be implemented each fall. For example, if a club/org is in the process of completing their second PBC semester in Spring 2022, their application will be reviewed in Spring 2022, but the funds won’t be given to the club/org until Fall 2022.
g. Once the Line Budget application is submitted to the VP of Clubs and Orgs, the VP will communicate with you about attending another PBC meeting, where the club will present their budget request. If approved by the PBC, the decision and amount are recommended to the Senate, where the club/org will be asked to present again. After the approval from the Senate, the club has received Line-Budget Status.

2. How to receive the Unfunded Organizations Event Grant
   a. Be recognized and active under the department of Student Engagement and Activities
   b. Fill out the USG Unfunded Organization Event Grant Application on SBEngaged, under forms: https://stonybrook.campuslabs.com/engage/forms
      i. For specific information on what your club can and cannot use the allocated funding for, please see the PBC Bylaws.
   c. Once your application has been received by the VP of Clubs and Orgs, they will reach out if they need any extra information. The application will then be presented to the PBC.
   d. The PBC may approve in full, approve a portion of the budget, or reject the budget that your club/org has requested. The VP of Clubs and Orgs will then contact the club/org regarding the decision of the funding request.
   e. If the funding request was approved partially or in full, then the VP of Clubs and Orgs will upload the allocation on your club/org’s behalf.
   f. As the items/request gets processed, the VP of Clubs and Orgs will update the club/org. When the items have been delivered, or are able to pick up, The VP will notify the club/org.
Frequently Asked Questions

Please note that this information is general information about USG funding, and is included here for your convenience. For club presentations, clubs are still expected to have read through the PBC Bylaws in order to gain a full understanding of the requirements and responsibilities of a USG funded club/organization.

The Application

1. How do I know if my club is eligible?
   a. PBC Funding
      i. A club/org must have been acknowledged by the Department of Student Engagement and Activities and active for at least two consecutive semesters. For the semester in which a club initially received recognition to count as a full, unfunded semester, the club must have received the decision of recognition by the date set by the Department of Student Engagement and Activities. For confirmation, reach out to the VP of Clubs and Organizations.
   b. Unfunded Org Grant
      i. A club/org must be acknowledged by the Department of Student Engagement and Activities as an active club/org. For the semester in which a club initially received recognition to count as a full, unfunded semester, the club must have received the decision of recognition by the date set by the Department of Student Engagement and Activities. For confirmation, reach out to the VP of Clubs and Organizations.

2. How much can my club apply for?
   a. PBC
      i. Clubs can apply for a maximum of $600.00 per semester.
   b. Unfunded Org Grant
      i. Clubs can apply for up to two grants per semester, adding up to $2,000.00 per semester.
      ii. If a club/org is receiving or plans on receiving PBC funding, that club/org can only apply for up to one grant per semester, also for up to $2,000.00 per semester.

3. What are the restrictions and club/org requirements?
   a. PBC
      i. Funding received by clubs/orgs from the PBC is supplementary in nature, and should not go beyond the scope of the direct goal of the club based on its constitution. The following will not be budgeted for any club by the Probationary Budget Committee:
         1. General Body Meeting food, beverages, or utensils
         2. Awards, prizes, raffles, or gifts of any kind
         3. Fundraising Initiatives
         4. Personal Apparel
         5. Anything else the PBC deems not to be in furtherance of the club’s mission/goals
      - Reimbursements will not be provided to PBC Clubs unless exceptions are provided by the Vice President of Clubs and Organizations and the USG Treasurer.
- Budgets for transportation costs to off-campus events shall be determined by the cheapest transportation option. Driving costs shall be calculated based on current standard mileage rates as determined by the IRS per car.
- Subscriptions, if approved, will only be reimbursed for the months following the approval for the same semester.
- Clubs/Orgs must hold at least one on-campus event per semester solely hosted by the club, separate from their normal general body meetings, and paid for by their USG budget, if approved.
- Clubs/Orgs must maintain accurate and truthful records including attendance of their general body meetings, descriptions and attendance of events, and e-board election activities and results.
- Clubs/Orgs must utilize at least 75% of the budget granted to them by the PBC and the Senate.
  b. Unfunded Org Grant
    i. Fundraising initiatives
    ii. General Body Meetings
    iii. Hotels, Travel, Reimbursements, or Gas
    iv. Office items or furniture that would not specifically go toward the event the organization is applying for.
- Grants can be used toward awards, prizes, and gifts (Apparel can be granted if used as a gift).

**The Presentation (PBC)**

4. How long will our budget hearing be?
   a. Clubs/Orgs will have 7-10 minutes to present, and there will be approximately 5-10 minutes for questions and answers from the committee members. In total, your hearing will be a maximum of 20 minutes.

5. What should be included in the presentation?
   a. Club overview and mission statement
   b. Membership (open to all? Competition team? etc.)
   c. Overview of the events held, how the club has used its PBC budget (if it had one in the past), and how they plan to use the requested PBC budget for that semester.
   d. Club/Org general body meeting/program/event attendance from recent semesters.
   e. Elections and transition processes

6. Should we bring anything to our scheduled PBC presentation?
   a. Clubs should bring attendance records if they are physical copies. Electronic attendance records can be included in the budget presentation (i.e. use SB Engaged and attendance tracking feature to collect attendance records). Send transition documents and any presentations made to the VP of Clubs and Organizations at usg_clubsandorgs@stonybrook.edu before your presentation.

7. What are transition documents?
   a. Transition documents are materials that should provide sufficient information on how a club or organization is run so that future executive boards can still operate, even if communication between an old executive board and a new executive board is insufficient. Please see Transition Document Instructions for more information.
8. Do we have to dress in formal attire for your presentation?
   a. Club members are not required to dress in formal attire for the budget presentation.

   **After the Final Approval (PBC)**

9. How long after Senate approval can we expect our USG funds
   a. PBC treasurer will have the budget ready within ten days of approval from the Senate given that
      the club has submitted/completed all required forms.

10. What is the difference between a PBC budget and a Line Budget?
    a. A PBC budget is a probationary budget. Clubs/Orgs must reapply each semester, and the
       maximum amount of money a PBC club/org can apply for is $600. With a line budget, a club/org
       reapplies annually, and there are fewer restrictions (please see financial bylaws for more
       information). Although line budget clubs no longer have to renew their budgets each semester,
       they still must attend Budget Weekend during the spring semester to explain what they hope to
       gain in their budget for the next academic year, and why they deserve to be granted that amount.