

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 Senate.

The Process:

Any organization interested in petitioning must submit an a Funding Request on BruinLink on their organization's finance tab.

The application is followed by a letter that needs to be completed with the organization's on-campus account code. 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 at the beginning of the semester, a minimum of once a month. the petitioning organization is required to attend a finance committee meeting of their choosing from the list of meetings to come and petition to the committee for funding. The student organization representative has the option to attend the general body meeting where the petition will be discussed – they should notify the Chief of Staff of their plan to attend.

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 writes a *recommended* funding amount for the Grant Petition. The recommendation will be presented to the Student Senate and voted upon at the next general body meeting. The final grant amount will be communicated to the organization within 5 business of approval by the Senate.

The advisor letter, that needs to be brought to the Finance meeting, will be completed by the treasurer with the award stated before being sent to Belmont's Accounting division. After approval the grant money usually takes at least two weeks to be transferred into an agency account.

All receipts must be turned in within ten (10) business days after the event or all items have been purchased. These receipts must match the itemized budget to a reasonable extent, determined by the Treasurer, Finance Chairperson, and Finance Committee, lest money be returned to SGA. Physical resources funded by the SGA Grant Petition Process are property of Belmont University and not any individual or organization, and therefore must be returned to the Office of Student Engagement for use by all student organizations.

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 categories:

- Campus-Wide Programming
- New Student Organizations
- Physical Resources

Although SGA has funded registration fees and conferences in the past, the focus on funding will now go towards petitions that impact campus involvement and community interaction.

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.

Any event receiving SGA funds must be approved in BruinLink by Student Engagement before any petitions can be heard regarding the event.

Your organization **must** have either an on campus agency account OR be willing to work with the Office of Student Engagement to purchase supplies if you use an off campus account. We will no longer be writing checks for off campus account holders but are happy to work with you purchase items for you with your grant funds. All organizations can request an on campus agency account through the Office of Student Engagement.

To allow SGA to be good stewards of university funds, student organizations are required to provide documentation of their current financial position. Please upload a bank statement from any off campus accounts or screenshots of your current financial records*.

*Organizations can provide rationale for why they cannot use funds currently in their accounts to fund what they petitioning at their presentation to the Finance Committee.

The following items are required to present at the Finance committee meeting

- Advisor Letter
- Rationale for funding
- Itemized budget for funds if approved
- Bank statements or screenshot of current funds

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

Contact Information:

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