

**WEST VIRGINIA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
BUREAU OF FINANCE
GRANT ALLOCATION COMMITTEE**

BACKGROUND

Purpose: The primary purpose of this fund is to grant recognized student organizations at WVU an opportunity to expand a vast array of special programs that enhance student's collegiate experience. Generally grants are used to help fund an educational trip, printing/advertisements for a speaker or conference, **but are not permitted as reimbursements for activities already taken place.** Additional requests are left to the discretion of the committee.

Limitations: This fund cannot be received by any organization more than once in an academic year and cannot be applied to ANY type of fundraising activities (i.e. seed money for a T-shirt sale). All grant monies must be used by **May 15** of the academic year.

Amount: The maximum amount that can be applied per year is \$500. A student organization can only be awarded one grant per fiscal year—July 1-June 30 (even if the allocation is less than the maximum amount). **The organization must submit the grant application at least 4 weeks prior to the event, and in the same semester for which the funds are to be used.**

Bureau of Finance: There will be a bureau made annually to oversee the distribution of the grant funds. This committee will consist of an unspecified number of members of the Student Board of Governors. Student Body Treasurer Jared Ramsey is the chair of the committee. He can be contacted at jared.ramsey@mail.wvu.edu.

THE APPLICATION PROCESS

First, carefully read all parts of this form. Next, supply in detail all the information that is requested. Return the form to the Student Organizations Wing of the Mountainlair to the Operations Manager, Sue Henry (293-4397, PO Box 6444). Within two weeks of submitting your application, you will be contacted to set up a time for you to speak before the Bureau of Finance (thus, allow a total of 6 weeks for the process to take place). You will be notified of the decision of the Bureau by e-mail or letter within one week of said meeting. If funds are granted, you will be instructed as to how to proceed. **Please follow these instructions or your grant will be voided and the money will be reallocated.**

POLCIES AND REQUIREMENTS

1. Applicants must be a WVU recognized student organization. If you are unsure of your organization's status, please contact the Student Organizations Services office at 293-4397.
2. The committee needs to have your grant application **at least four weeks** in advance of the trip or event.
3. Forms need to be signed and completed and your organization representative must keep all receipts of expenditures.
4. **ALL PURCHASES NEED TO BE MADE WITH THE STATE CREDIT CARD.** Reimbursements to students are discouraged and will only be accommodated under strict circumstances.
5. **May 15 is the deadline for spending grants.** Invoices or receipts must be submitted within two weeks after the event to Ms. Sue Henry. The State of West Virginia allows the reimbursement of only one member of a club or organization. Thus, only one member of the club/organization can make purchases subject to reimbursement. Please call the Treasurer if the trip or event is cancelled, so this allocated money can benefit another organization.
6. Organizations may apply for a grant up to \$500; however, the Committee may select to grant only partial funding for the project or event.
7. At least one, but no more than four representatives must appear before the Bureau of Finance to provide any necessary information and answer questions pertinent to their organization's application for funds. The presentation should include an outline of the organization's purpose and activities, an outline of the program/event budget, and a detailed description of the project/event for which the money is being requested. All presentations should be less than five minutes long unless the Treasurer grants special permission. After the presentation, the bureau is permitted to ask questions to the organization representatives.
8. Funds must be used only for their allocated purpose, and, therefore, the specific event/purpose indicated **in the award letter**. The money awarded may be used only for a single event/purpose, and cannot be used for separate dates, due to the reimbursement procedure. If the event/project for which funds were granted is cancelled or not spent by the designated deadline, the money will remain in the Bureau budget and will be reallocated to another group.
9. All grants must follow state spending procedures. Organizations are not given a check in the amount granted.
10. The club representative listed on the application **must** be the club representative that presents the grant proposal to the Bureau of Finance and also the same person that schedules an appointment and eventually meets with the Operations Manager, Sue Henry.
11. **Organizational dues/memberships cannot be paid with grant money.**

STATE SPENDING PROCEDURES

Student Organizations Services is required to follow procedures that are applied to all state agencies.

Your grant will be used to cover approved expenditures. **Before your organization representatives buys any materials, makes any reservations, or printing material for the event, call Sue Henry, Operations Manager, SOS, at 293-4397 for procedural instructions.** All itemized receipts must be turned in to Ms. Henry to receive proper reimbursement. **Remember that the grant will not be in the form of cash or check.**

Carefully read the following information relating to the State and University policies before writing the application.

1. You **cannot** pay cash for materials and expect to be reimbursed without a receipt.
2. We **cannot** pay for vehicle rental on with the State procurement card.
3. We **cannot** pay for unapproved purchases including any type of food or meal purchases.
4. After a materials/registration/lodging/etc. purchase has been made, the receipt/invoice must be turned in to the SOS Operations Manager, Sue Henry **within three days.**
5. All printing (booklet, newspapers, flyers, posters, and tickets) is encouraged to take place at WVU Copy Center.
6. A speaker who is receiving an honorarium must sign a service agreement and vendor's invoice (available through the SOS Operations Manager).

*Note: In this case, a grant application must be submitted **8 weeks in advance**, as Ms. Henry needs six weeks to process the contract(s) and the Bureau needs up to two weeks to schedule an appointment to receive the grant proposal.

7. Travel:
 - Organizations are encouraged to have their advisors accompany them on out-of state trips. One travel requisition submitted in the advisor's name is easier than each student completing a requisition and a state registration form. Again, keep in mind that only one person will be reimbursed for expenditures.
8. Airline reservations, online registrations and other online expenses need to be made through Ms. Henry using the state credit card.
9. You cannot use a Bureau of Finance Grant as seed money for fundraising projects or as dues money for memberships.
10. State money **cannot be used for the purchase of alcohol under any circumstances.**

GRANT PROCEEDURES

The SGA Bureau of Finance Grant Committee has the appropriation authority of distributing student fees that are considered to be state funds. These state funds must be spent in strict accordance with official state spending procedures.

In addition to the state guidelines, the following policy statements have been established. The policies will enable the Grant Committee to better assist more student organizations.

1. A recognized student organization can receive only one grant per fiscal year. (July 1 to June 30) from the SGA Bureau of Finance Grant Committee and the SGA Board of Governors.
2. The Bureau of Finance gives tentative approval of the SGA grants, and the full Student Government Association Board of Governors gives formal approval at their Wednesday night meetings.
3. An organizational representative must be present at the SGA Board of Governors meeting during the week of its presentation to the Bureau to answer any final questions the BOG may have.
4. All organizations awarded grant funds must make an appointment, by phone only, with the SOS Operations Manager, Ms. Sue Henry (293-4397), no later than the date specified in the award letter from the Treasurer. If not contacted by the date on the award letter, the grant funds will be returned to the Committee and will be **VOIDED**. **The funds will be granted to other student organizations.**
5. Any funds granted by the Grant Committee that have been left-unspent 30 days following the date of the fund event will be returned to the Committee. They also will be granted to other student organizations. All receipts must be turned in at one time.
6. All grant monies must be spent by **May 15** of the academic year in which applied for.

If your organization has any questions regarding these statements or other Grant information, please call Jared Ramsey, Student Body Treasurer, at

Please keep this information and a **copy** of your application for the organization's records.

Note: Grant applications are available for download under the documents section of the SGA website: sga.wvu.edu

**WVU BUREAU OF FINANCE
GRANT ALLOCATION FUND APPLICATION**
***Must be turned in at least 4 weeks prior to event to the SOS office.**

Date completed: _____

WVU Recognized Student Organization Name:

Organization President: _____

Address: _____

Phone Numbers: Day _____ Night _____

Organization Advisor's Name: _____

Campus Address: _____

Campus Telephone: 293- _____ E-mail: _____

President's Signature: _____

Advisor's Signature: _____

Correspondence should be sent to: _____

E-mail: _____

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To be completed by the Bureau of Finance Grant Committee:

Date Application Received: _____

Received By: _____

Date Presented to Bureau of Finance: _____

Presented By: _____

Amount Awarded & Purpose for which Awarded _____

Grant Denied _____

Please Type or Neatly Print

BACKGROUND INFORMATION: Briefly describe your organization, the number of members, and its purpose.

SOURCE OF FUNDS: Please give a detailed account of all sources of funding for the organization and all assets. Please list any other organizations that you are applying to and the amount of funding they may provide. Please also outline fundraising efforts of your organization.

RATIONALE FOR GRANT: Please provide the following information: 1) purpose of the funds requested, and 2) impact on the University.

ADDITIONAL INFORMATION: Use this section for any additional information that is not mentioned in this application or any expenses not covered in the expenditure form that may help Bureau of Finance Grant Committee in determining the amount of the organization's grant.

ORGANIZATION MEETING TIME AND LOCATION:

Time: _____

Location: _____

You will be contacted by and SGA representative in order to speak to your organization if your grant is approved. This is a requirement in order to receive grant money

DETAILED EXPENDITURE BUDGET

Complete the detailed expenditure budget sheet with information that applies to the organization's particular event. Please remember that it is in your best interest to provide all related expenses, even if it is not part of your statement of funds requested.

Amount Requested

Date of Trip/Event _____

Place of the Trip/Event _____

If traveling, how many will be attending? _____

- List their names (Bureau of Finance grant money can only be used towards the traveling expenses of **WVU students**):

TRAVEL:

Registration Fees:

Attending _____ x \$ _____ = \$ _____

Phone number/ e-mail address to register: _____

ACCOMMODATIONS:

of rooms _____ x # of days _____ x \$ _____
= \$ _____

Name of hotel: _____

Phone number of hotel: _____

TRANSPORTATION:

Type _____ Costs \$ _____

All reservations should be made through National Travel at 598-0160. ****Airline tickets will only be reimbursed if they are scheduled through National Travel.****

PUBLICITY:

This section includes any type of printing or advertisements.
(If applicable, please use the current rates at the WVU Copy Center and The Daily Athenaeum)

Item(s): _____

Cost(s): \$ _____

MISCELLANEOUS EXPENSES:

This section includes Speaker, Honorarium etc. Include name and address of Speaker if available.

Item(s)/ Name(s): _____

Cost(s): \$ _____