

UMD Student Association Student Organization Grant Process Spring 2017

Instructions

If you have any questions concerning the application/interview process please email the Vice President of Administration and Finance, Nathan Herman, at herma535@d.umn.edu with the subject line: "SOG Spring 2017 insert organization name here" or stop by the Student Association Office at KSC 115J.

Read through all of the following guidelines so you are well prepared and have the best chance of receiving the grant your organization is requesting. Read carefully as negligence may jeopardize your opportunity for funding.

Key Points

- 1) New student organizations that are formed after the Spring application deadline will be allowed to apply for small semester grants at the end of Fall semester. They will receive a small grant for the Spring semester and then will be required to apply for annual grants that March/April.

Applications will be due Monday, November 14th. Late applications will not be accepted.

AFTER submitting your application, please sign up for an interview time on the SOG Interview Sign-Up for Spring 2017. The earlier your application is turned in, the better choices of the days and times you will have.

All organizations must be fully registered through the Kirby Student Center prior to applying on BulldogLink for funds. To be clear, your funding is contingent on registering your organization in as a Kirby-Approved Student Org. For further questions regarding registration, please contact Christina Geissler in Kirby Student Center 115B (cgeissle@d.umn.edu).

Interview Dates

November 16th, 2017 from 12pm-4pm

November 17th, 2017 from 2pm-6pm

Interviews will be held in the Gichigami Room (KSC 355-357)

Student Association

Student Organization Grant Committee: Application Guidelines

- 1) Grants are rewarded to student groups and registered organizations, which do NOT already receive Student Service Fees and will promote the growth and development of UMD students.
- 2) Each organization MUST have a submitted application in order to be considered for funding. Only one application per group will be accepted.
- 3) Applications must be submitted through the BulldogLink Budgeting System. No other version of applications will be accepted.
- 4) The representative(s) of the organization must appear before the members of the Student Organization Grant Committee between the dates prescribed. They must be able to answer any questions the committee members may have; all pertinent information should accompany the representatives at this time.
- 5) The Student Organization Grant Committee will evaluate the request based upon:
 - a) Accessibility to Students
 - b) Fiscal Responsibility
 - c) Contribution to Cultural Diversity
 - d) Value to Student Body
 - e) Quality of Services
 - f) Uniqueness of Opportunities/Services
- 6) Any equipment purchased with allocated funds must remain the property of the organization/University and must be kept on campus.
- 7) A final decision on the request will be made by the Student Organization Grant Committee. The decision will be either:
 - a) The request may be determined to be inappropriate, in which case no funds will be allocated
 - b) All or part of the request may be granted
- 8) All checks must be cashed within 2 months once they are within the organization's possession, unless time is extended by the committee. Failure to pick up or to cash a check will result in forfeiture of funding. In addition, all checks must be cashed by the given date or a stop payment may be placed on the check.
- 9) The funding cannot be used for travel expenses (hotels, flights, gas, or car rentals).

- 10) Funding received by a student group cannot be spent on any alcohol or events containing alcohol. In addition, Student Association does not condone the use of alcohol for a student organization sponsored event.
- 11) If your organization is guilty of using funds for the above described purposes, or any violations involving the Student Conduct Code, you will be ineligible to receive finances from Student Organization Grant Committee for one year.
- 12) The Student Organization Grant Committee has authority over the monitoring of funds granted. Violation of these guidelines and corrective actions will be decided by this committee unless specified. Corrective actions include, but are not limited to: ineligibility for a given time period and/or rescission of monies. All actions and decisions of this committee are appealable to UMD Student Association Congress.

Student Association

Student Organization Grant Committee: Interview Preparation

- 1) Please come prepared to talk about any planned or anticipated Spring 2017 activities of your organization:
 - a) Prominent events/activities
 - b) Member enrollment/fees
 - c) Student Association funding money use? Was the money used for its proposed use? If not, why and for what? Can you verify your money use (receipts)?
 - d) Budget ending balance surplus/deficit?
 - e) Who managed/manages the organizations budget?
- 2) Business casual is the minimum dress code required.
- 3) Interviews will not last longer than 15 minutes, please be prepared. For this reason, the committee urges your organization's representation to present for 10 minutes, leaving 5 minutes for Q/A.
- 4) Please send one member of your organization that manages the budget, and one member who knows and can give a detailed description of the organizations operations. This may be the same person; however, two representatives are preferred. The SOG Committee suggests bringing one outgoing and incoming leader of the organization in order to create a smooth transition process for next year's leadership.
- 5) Please come prepared to discuss how your student group is an asset to the UMD and address each of the following tenets:
 - a) Accessibility to Students
 - b) Fiscal Responsibility
 - c) Contribution to Cultural Diversity

- d) Value to Student Body e. Quality of Services
- e) Uniqueness of Opportunities/Services