



Please carefully review the SGA guidelines and stipulations for funding before submitting your application.

Qualifications for Funding:

- Only student organizations recognized and in good standing with the Office of Student Organizations in Student Development Services will be considered for funding. **University-wide events and departments not recognized as a student organization are not eligible.**
- Graduate students do not contribute to the Student Body undergraduate fee. **Therefore, SGA does not fund graduate organizations.** If an undergraduate organization has graduate student members, SGA reserves the right to make a percentage deduction from the awarded amount to account for any graduate students.
- **Organizations cannot receive funding for expenses incurred more than 30 days prior.**
- Organizations with outstanding balances with TCU (specifically the University Union) are not eligible for funding.
- Organizations' history of campus involvement, fiscal health, alternative sources of revenue, and prior funding allocations may be taken into consideration.
- Organizations and members found to have misused funding may be subject to penalties as determined by the Finance Committee and to review by Campus Life and the Office of Student Organizations.

Rules for Funding

THE FINANCE COMMITTEE WILL NOT FUND THE FOLLOWING:

- Individual collectibles (T-shirts, goodie bags, prizes, etc.)
- Travel and lodging expenses,
- Direct monetary contributions to charities or other non-profit organizations,
- Speaker gifts,
- Scholarships of any kind,
- Mission trips of any kind,
- Alcohol (even if over the age of 21), drugs, or anything banned in the Student Handbook. This policy applies to TCU students and includes guest speakers, advisors, alumni, etc.,
- Card readers, Adobe Creative Suite/Cloud software products, Software purchases that are not web-based, Software or services that would collect personal data,

- Food for general organization meetings (recurring meetings at which traditional organization business is conducted), and
- Fines/penalties levied against the organization or its members.

Funding Process:

- In order to receive any funding, ALL of the following must be done by a student organization:
 1. Complete the online application by the deadline set by the SGA Finance Chair.
 2. Present to the SGA Finance Committee at the scheduled time.
- Funding is divided into Fall and Spring Rounds. Organizations may only apply in the semester their event takes place. (I.e., If your event takes place in November, you will apply during fall funding. If your event takes place in January, you will apply for spring funding.)
- If an organization has both fall and spring events, they must apply for both fall and spring funding; however, they must apply during the appropriate round. (I.e., Apply for fall events during the fall, and spring events, during the spring.)
- Purchases of \$500 or more require the completion of a form in advance of the transaction. Email Pam Hughes to complete the form prior to making the purchase.
- If making a large purchase from a local vendor, contact Pam Hughes in advance to inquire about direct billing. This inquiry must take place at least 2-3 weeks in advance of the purchase.

Deadline to Claim Funds:

- **FALL DEADLINE: December 11th, 2019**
- **Organizations must claim their awarded amounts by the relevant deadline. All remaining unclaimed funds will be revoked and made available for distribution to other organizations.**

Presentation Requirements:

Each organization is required to make a presentation before the members of the SGA Finance Committee. The presentation should explain the organization's purpose and activities, funding application, and any sources of income (including sponsorships, fundraising projects, and dues).

- Visual aids are highly encouraged.
- Organizations with private bank accounts should provide an updated bank statement (no older than 1 month) to the Finance Chair before the presentation.

- Presentations should not last longer than 5 minutes, with 5 minutes remaining for question and answer by the Finance Committee.