



## FUNDING GUIDELINES – FALL 2020

\*Last Updated on October 1st, 2020\*

Approved by Kim Turner, Gabby Douthitt, and Austin Shively

*Please carefully review the SGA guidelines and stipulations for funding before submitting your application. Organizations will be held to the guideline standards in place as per the date of their presentation. COVID-19 demands that the funding guidelines are constantly updated and reevaluated. Please ensure you are looking at the most updated version of the funding guidelines.*

**NOTE: All evaluations, decisions, and interpretation of the guidelines are at the discretion of the Finance Committee. All requests will be evaluated on a case-by-case basis and some funding exceptions may be made if the committee decides it is in the best interest of the student body.**

### 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.
- **SGA will not fund an organization more than \$1,600 if fundraising efforts have not been demonstrated by the organization.**

## RULES FOR FUNDING

### THE FINANCE COMMITTEE WILL NOT FUND THE FOLLOWING:

- Individual collectibles that are deemed “non-supportive” of the organization’s mission statement or marketing efforts,
- Prizes of any kind,
- 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, and/or software purchases that are not approved by TCU IT
- 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

- 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.)
- **Prior to completing the Funding Application found at <https://sga.tcu.edu/funding/> organizations must complete the following:**
  - Read the most recent version of the Finance Committee Funding Guidelines
  - Register all of the events/meetings that they will be requesting funding for on TCU Engage. Questions regarding registration should be directed to Dede Williams Vann at [dede.williams@tcu.edu](mailto:dede.williams@tcu.edu)
  - Read the most updated TCU Policies on holding events and meetings during COVID-19
- **After completing the application, you will receive an email from the SGA Finance Chair with information regarding your presentation. Before 12:00pm CST on your presentation date, you will be required to submit the following to the Finance Chair:**
  - An updated bank statement (no older than 1 month) for any private bank account that the organization holds, and
  - The PowerPoint that will be used to present your requests to the Committee

- After your presentation, you will receive an email from a Finance Committee Member outlining the funds, if any, allocated to your organization. Unless complications occur, you will receive the email by the conclusion of the week you presented.
- To claim your funds:
  - Organizations are encouraged to utilize TCU approved vendors to make all of their purchases. Lists of these vendors can be provided upon request.
  - TCU now requires that reimbursements to be completed through direct deposit
  - Follow all rules and regulations outlined in the “Claim Your Funds Document” that will be attached to your allocation email
  - Purchases of \$500 or more require the completion of a form in advance of the transaction. Email Pam Hughes, [p.hughes@tcu.edu](mailto:p.hughes@tcu.edu), to complete the form prior to making the purchase.
  - If making a large purchase from a local vendor, contact Pam Hughes, [p.hughes@tcu.edu](mailto:p.hughes@tcu.edu), 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: November 20th, 2020**
- 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. **Presentations should not last longer than 5 minutes. This time limit will be strictly enforced to allow time for questions from the finance committee.** Presentations will take place via Zoom for the Fall 2020 semester; thus, **presenters should be prepared to share their screen so that they have control over the speed of their presentation. No more than THREE presenters per organization will be allowed in the presentation Zoom Room.** The presentation should include all of the following information, in this order:

- Organization name and mission statement,
- Line-by-Line Funding requests for all items the organization is requesting funding from,
  - It is recommended that you use a chart to outline your requests
  - For each item request you must include:
    - Name of the item,
    - Event/Meeting that your item will be used,
    - Cost of the item,
    - Where the item will be purchased from,
    - Vendor Names (if affiliated with TCU) or URL links to where the items will be purchased from
- Screenshots of the TCU Engage Event/Meeting registration for each event/meeting that the organization is requesting funding for,

- Information about ALL of the fundraising efforts the organization has made on their own, and any specific details about other sources of funding,
- In the case that there is the potential to host any in-person events, organizations must prepare and present their plan to uphold CDC guidelines and social distancing. This includes, but is not limited to:
  - The number of people expected to attend,
  - Where the event will be held (& size of space),
    - Note if the event(s) will be virtual, in person, or hybrid
  - Plan for providing masks or if people will be notified to bring their own,
  - Any health screening initiative at entry, and
  - Will hand sanitizer be present at the event.

## **TRAVEL FUNDING**

**Due to COVID-19, no funds will be allocated by the finance committee for student travel for the Fall 2020 semester.** Student travel shall be defined as transportation, lodging, and meals associated with travel. Conference or program fees are not considered student travel. If you or your organization have any questions regarding travel requests, please contact Student Body Treasurer, Gabby Douthitt, at [g.j.douthitt@tcu.edu](mailto:g.j.douthitt@tcu.edu).