Why is this training important?

• Updates you on **important** changes made in the grant process for Spring 2015.

• Helps you fill out your grant request forms properly to give you the best chance at securing funding.

• Answers any questions you may have about the grant process including eligibility requirements, grant timeline/deadlines and general rules.
Key Terms

- **SAC** – Student Appropriations Committee
- **RSO** – Registered Student Organization
- **Seg Fees** – Segregated University Fees
- **Honorarium** – Fees for speaker or guest (ex. Entertainer, etc)
- **Caps** – Maximum funding allowed
- **Large Grants** – Funded every semester for following semester
- **SA** – Student Association
- **REPS** – Reservations and Event Planning Services
Background

• SAC is funded by Segregated Fees (around $10 per student per semester)
• SAC develops a budget for funding RSO’s every semester
• SAC does not fund everyone in full, rather we provide assistance for RSO’s who submit sufficient grant applications
• SAC has developed a grant process that is viewpoint neutral and strives for transparency.
• Funding is based on merit and all applications are subject to the same grant criteria.
• SAC is comprised of Student Association senators and RSO officers.
Grant Process

• Every RSO must have at least 1 officer attend one of the 10 scheduled grant trainings
• Grant applications will be available for submission online beginning **September 22nd at 5:00pm**
• All grant applications MUST be submitted by **October 13th at 5:00pm** – no exceptions!
• **There will no longer be a grant weekend! (Yay!)**
• SAC will now be hearing grants on a weekly basis
• After completing your application you will sign up for a hearing time.
• **There are a set number of spots, so finish your application early and sign up, before spots run out!**
General Rules

• All funding must be consistent with the mission of the organization

• All funding requests must have third party justification that is verifiable
  – Ex: screenshot of prices, PDF quote/email, invoice, etc.

• Funds cannot be used for academic, personal, political, commercial gain or other purposes not authorized by UW-System policy
  – (ex. Travel to a conference because it is part of class is not funded because it would be considered “Academic”)
## What Type of Large Grants Are Available?

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All funding must fall within the mission of the organization! Max of 4 total grants per RSO per semester!
Events

- Used to support **on-campus** events
- Lectures, performances, conferences, panels, etc.
- May apply for funds to help supplement costs of holding event, such as room setup costs and honorarium
- Must provide third party justification for an event
- **MAX of 4 per semester!**
Events – Caps (Examples)

- **Honorarium** – Requests over $1000 must provide additional information on their application
- **Housing (for honorarium)** – $80/night
- **Travel** – $250/flight
- **Marketing** – $600
- **Rental Car** - $40 per day up to 2 days
- **Overall Cap** - $7000
Travel

- Used to fund travel to conferences, workshops, competitions, other off-campus events
- Third party justification required. Examples: Agenda or schedule for event, registration fee screenshot, Expedia screenshot, vehicle rental cost, etc.
- Must enclose a roster of students attending.
- **Only funds one mode of transportation**
  - Example: Airfare, but not rental car…
- Max of 1 per semester per RSO!
Travel

• For a conference, please include justification with the following information (if available):
  – Event Website
  – Event Dates
  – Event Location
  – Registration Fee
Travel – Caps (Examples)

- **Hotel** - $40/person/night up to 5 nights
- **Ticket Cap (Airfare, Train, Bus)** - $250/person
- **Ground Travel Cap (Car)** – 75% of travel, up to $250
  - For Mileage, please use: [www.fueleconomy.gov](http://www.fueleconomy.gov)
- **Registration Fee** - $100/person max
- SAC only funds 4 students to attend a conference, training or workshop (no exceptions).
- SAC will **not** fund rental of buses
Operations

- Covers general organizational expenses for a RSO
- Max of 1 per semester per RSO!
  - **Operational Expenses**
    - Equipment, rentals, etc.
  - **Office supplies**
    - Must use MDS website for ORDER and QUOTES for request to be VALID: [http://www.bussvc.wisc.edu/shopuw/shopuw.html](http://www.bussvc.wisc.edu/shopuw/shopuw.html)
    - Instructions on logging into MDS can be found in the “SAC Grant Applications Materials (Spring 2015) folder in the Files function of PantherSync.

- **Marketing, Printing & Publicity**
  - Must use Union Marketing and provide a quote
  - If Union Marketing cannot provide what you’re requesting, they can refer you to another vendor.

**Third party justification includes:**

**Complete list of requested items and quoted prices, and TOTAL cost** (screenshot from website, MDS quote, Union Marketing quote, etc.)

The best way to do this? Add all items to your online shopping cart, take a screenshot, and then delete your shopping cart.
Operations – Caps (Examples)

- **Marketing** - $600 (must go through Union Marketing)
- **Office Supplies** - $250 (must use Staples/MDS Website)
- **Overall** - $6500
- SAC will not fund any requests where a free alternative is available to the organization.
Major Events

• The committee has decided not to fund a major event grant this semester.
SAC does not fund...

- **Food** (unless included in honorarium contract)
- Cutlery
- Decorations
- Prizes
- **Personal items**
- Furniture
- **Helium tanks**
- Dry erase or cork boards
- Cleaning products
- **Ink cartridges**
- Paper shredders
- Computers
- Study Aides
- Bus rental
- **For academic, personal, political, commercial gain or other purposes not authorized by UW-System policy**

*This list is not all inclusive*
Typical Reasons for Grant Denial

• Insufficient documentation
  – Justification **MUST** be verifiable and from a 3rd party
    • Ex. Do not submit an Excel spreadsheet with a budget you have created – all justification must be from the source
  – Without adequate justification your items will not be funded!

• Incomplete grant form – all questions must be answered
  – For Honorariums – pay close attention to additional questions asked

• Failure to attend grant hearing time – automatic denial of grant

• Grant has already been approved for another RSO

• Funds requested for academic, personal, political or commercial gain
Grant Time Table

• Grant applications will be available to be submitted online via the budget tool in Panthersync starting on September 22nd at 5:00pm

• All applications must be submitted BY October 13th at 5:00pm – NO EXCEPTIONS!
Grant Time Table

• At the end of your application, you will receive a link to a SignUpGenius page to sign up for a grant hearing time
  • (Again, no more long grant hearing weekend – yay!)

• **Spring 2015 Semester Large Grant Hearings will take place between October 1\textsuperscript{st} and November 21\textsuperscript{st} in Union EG80**
  • If you have a simple Operations Grant or you already know the conference your organization wants to attend – submit your grant application ASAP and get it over with. Spots are limited to those listed on the sign up, so if you wait too long you may risk not getting on the schedule!
Grant Hearing Sign Up

- All available dates and times for hearings are listed on the site
- After the date, you’ll see the number of hearing slots available
- **For each grant, sign up for one hearing time**
  - Ex. 4 grants = 4 times
- AT LEAST one officer of your organization must attend this time
- You will need to sign up for your time at least 5 days prior, so the SAC committee can finalize their agenda and send it out
- If you miss the time you signed up for, your grant will be automatically denied
- Please make sure you list the name of your RSO and Grant for each time
What to expect at grant hearing

• Make sure at least one officer shows up at the beginning of your timeslot!
  – Try to arrive early

• SAC will review your grant application and all submitted materials

• Be prepared to talk about your student organization and each grant. *(Purpose of grant, mission statement, etc.)*

• Committee will then discuss and vote on preliminary funding
  – Funding is *not final* until approved by the Senate
  – Preliminary funding is subject to change to fit SAC Budget.
  – Again, SAC funding should not be your only source of funding, so please plan for other sources.
After your grant hearing

• SAC will review all preliminary allocations and make adjustments to ensure grants allocations do not exceed the SAC Budget.

• SAC will forward its proposed allocations to the SA Senate at the next scheduled meeting

• The SA Senate has the power to amend allocations.

• The SA President has the power to veto the allocations.

• Final allocation notices will be emailed following approval from the SA Senate and SA President
• The SAC Chair and Vice Chair will be available during posted office hours to answer questions about the grant process in the SAC office, Union Room 351

• or via e-mail or appointment
SAC Contact Information

SAC Email: sa-sac@uwm.edu

- SAC Chair – Sarah Dadrass
- SAC Vice-Chair – Annabelle Arney

- SAC Office: Union 351
- SAPS Office: Union WG10