SAC PROCESS CHECKLIST

☐ Verify RSO status and officers with Student Involvement

☐ Have at least one officer attend one of the mandatory SAC grant trainings – send as many members as you want. The more that know the process the better!

☐ Meet with RSO to determine grants you will be applying for

☐ Set up necessary meetings across campus – Union Marketing, REPS, etc.

☐ Requesting an honorarium? Start communication early to get a quote

☐ Compile all justification and complete your grant application(s) before the deadline

☐ Sign up for a hearing time for each grant application

☐ Have at least one officer attend your grant hearing prepared to talk about your grant(s)

☐ Keep an eye out for an email at the end of the semester with your final grant amount

☐ Set up a meeting with Student Involvement to start spending your money

☐ Repeat next semester!
Spring 2016 SAC Info Guide for Student Organizations

A comprehensive guide to the SAC process

sa-sac@uwm.edu
uwmsa.uwm.edu
Training Sessions
(Location in Union EG80)

- Monday (9/28) – 12:30 – 1:30pm
- Monday (9/28) – 4:00 – 5:00pm
- Tuesday (9/29) – 9:30 – 10:30am
- Tuesday (9/29) – 4:00 – 5:00pm
- Wednesday (9/30) – 12:00 – 1:00pm
- Wednesday (9/30) – 4:00 – 5:00pm
- Thursday (10/1) – 10:00 – 11:00am
- Thursday (10/1) – 4:30 – 5:30pm
- Friday (10/2) – 10:00 – 11:00am
- Friday (10/2) – 1:00 – 2:00pm

SAC Application Open: Monday 9/28 at 4:30pm
SAC Application Closed: Tuesday 10/13 at 4:30pm

Grant Hearing Dates
(Location in Union EG80)

There will be a SignUpGenius link provided when you complete your SAC application. Please sign up for one hearing time for each SAC grant.

- Friday (10/16) – 12:30 – 5:30pm
- Thursday (10/22) – 5:00 – 7:30pm
- Thursday (10/29) – 5:00 – 7:30pm
- Friday (11/6) – 12:30 – 5:30pm
- Wednesday (11/11) – 2:30 – 5:00pm
- Saturday (11/21) – 10:00am – 6:30pm
- Wednesday (12/2) – 2:30pm – 5:00pm
| 1. SAC Background                      |
| 2. Grant Process Overview             |
| 3. Key Terms                          |
| 4. General Rules                      |
| 5. Things SAC won’t fund              |
| 6. Grants Overview                    |
| 7. Grant Justification                |
| 8. Event Grants                       |
| 9. Good Justification: Event Grants   |
| 10. Honorarium Requests               |
| 11. Operations Grants                 |
| 12. Good Justification: Operations Grants |
| 13. Travel Grants                     |
| 14. Good Justification: Travel Grants |
| 15. Emergency Grants                  |
| 16. REPS Information                  |
| 17. Marketing Information             |
| 18. Common Reasons for Grant Denial   |
| 19. Filling out the grant application  |
| 20. Signing up for a grant hearing    |
| 21. Grant hearing process             |
| 22. What happens after you receive a grant? |
| 23. Campus Resources                  |
| 24. SAC Process Checklist             |
Registered Student Organizations (RSOs) at UWM can apply for grant funding through the Student Association’s Senate Appropriations Committee. Roughly $300,000 each semester is awarded to RSOs to support on-campus events, operations, and travel opportunities. To apply for a SAC grant, student orgs must first attend a SAC grant training where they will be given all the information required to apply for a grant.

- SAC is funded through your segregated fees ($12 per student per semester)
- SAC develops a new budget for funding RSOs every semester
- SAC is comprised of Student Association Senators and RSO members
2 GRANT PROCESS OVERVIEW

Each semester...

**STEP 1:** Your group must be registered and in good standing with Student Involvement.

**STEP 2:** At least one recognized officer of your organization must attend one of the mandatory SAC trainings.

**STEP 3:** Your RSO can submit up to 4 grant applications for the next semester, comprised of a combination of:

- Up to 4 Event Grants
- 1 Operations Grant
- 1 Travel Grant

**STEP 4:** For each grant application, your RSO must sign up for a grant hearing time, to present your grant(s) to the SAC committee for review.

**STEP 5:** During your hearing, SAC members will ask questions about your grant and make a preliminary decision about how much funding you will receive.

**STEP 6:** At the end of the semester, you will receive an email with the amount of funding your RSO receives and how to spend it.

**STEP 7:** Next semester, the process repeats for the upcoming semester!
3 KEY TERMS

SAC
Student Appropriations Committee

SA
Student Association, or the UWM student government

RSO
Registered Student Organization

SI/CSI
Student Involvement Office

Seg Fees
Student Segregated Fees, which you pay each semester, along with your tuition

Honorarium
Payment for a speaker or guest, part of an event grant

Justification
A screenshot or PDF verifying the money you are requesting; all requests for funding must have third party justification in order to be approved

Caps
The maximum funding allowed

REPS
Reservation and Event Planning Services, the office you will work with if you would like to plan an event on campus
• All funding requests must be consistent with the mission of your organization and the mission of UWM

• Priority is given to requests that:
  - Bring recognition to UWM
  - Provide support for student leadership development
  - Encourage on-campus programming
  - Support and enrich the experience of students at UWM

• All funding requests must have third party justification
  - Examples: Screenshots of prices, PDFs of email communications or quotes, invoices, etc.

• Funding cannot be used for academic, personal, political, commercial gain or other purposes not authorized by UW-System
5. Things SAC Won’t Fund

- Food
- Decorations
- Cutlery
- Prizes
- Helium tanks
- Honorariums with a conflict of interest
- Gifts to UWM faculty or staff
- Improvements to space:
  - Furniture
  - Cleaning products
  - Appliances
  - Dry Erase/Cork Boards
- Personal Items:
  - Anything that does not stay with the organization.
    Example: t-shirts, uniforms, business cards
- Study Aides
  - LSAT/MCAT books
- Individual membership dues
- Gifts, donations, contributions
- Computers
- Printers
- Paper Shredders
- Ink Cartridges
- Anything where a free alternative exists on campus

SAC will not fund anything for academic, personal, political, commercial gain or other purposes not authorized by UW-System policy.

**This is not an exhaustive list.**
You can request up to 4 total grants per semester.

**Event Grants**
- Up to 4 event grants per semester
- Examples: lectures, performances, dances, concerts, panels, conferences
- Must happen on campus at UWM

**Travel Grants**
- Limit 1 per semester
- Examples: conferences, competitions
- Limited to 4 students in your RSO

**Operations Grants**
- Limit 1 per semester
- Examples: office supplies, general marketing/publicity, equipment rental, tools, project materials
7 GRANT JUSTIFICATION

All funding requests must have third party justification

So what is **good** justification?

- From a third party: screenshot, PDF

  **Tip:** If you have a large shopping cart that requires multiple screenshots, you can paste all of your screenshots into one Word document and upload that to your application.

- Label your justification in your application so you don’t miss anything.

- More justification is always better.

- Triple check everything before you click submit. No additional justification will be accepted after the deadline.
8 EVENT GRANTS

Up to 4 event grants per semester, used to support on-campus events

Things to considering requesting funds for:

- Room set up costs (REPS)
- Marketing (Union Marketing)
- Honorarium cost (speakers & performers)
- Housing & travel for your honorarium

Funding Caps

- Marketing: $300
- Honorarium:
  - Overall Honorarium Cap: $5,000
    - Housing Cap: $80 per day
    - Travel: $250 per flight
    - Rental Car: $40 per day up to 2 days
    - Honorarium requests above $1,000 need to provide additional information about performer (in application)
    - Honorarium requests above $5,000 require proof of additional sponsorship commitments from other offices/departments

Overall Cap: $7,000
9 Good Justification: Event Grants

**REPS Quotes:**

All events must happen on campus, in the student union, unless there are special circumstances.

- Try to get new quotes each semester so the prices are accurate
- You should utilize the **Union REPS Quote Request** form on PantherSync for requesting space

**Marketing Quotes:**

Must go through Union Marketing

- SAC will not accept the price sheet, each request should have an actual quote

**Honorariums:**

- Make sure you answer additional questions on the application
- Good honorarium justification – emails with performers confirming prices, contracts with price breakdowns
- Over $1,000, you will need to provide information on at least one previous performance and how much they charged
- Honorarium requests above $5,000 require proof of additional sponsorship commitments from other offices/departments
Honorariums include any request for a speaker or performer for an event on campus.

- Honorarium justification can be tricky, because you are often communicating with an individual via email.

- Appropriate justification includes:
  - Screenshots of email correspondences where the performer(s) state how much they are requesting
  - PDF of a contract with cost
  - Screenshot of website with cost

- If you are requesting more than $1,000 for any individual honorarium, you will need to do some research and provide information about at least one previous performance in your application, listing how much the performer was paid. Information required includes:
  - Date
  - Venue
  - Previous honorarium amount requested
  - Contact name
  - Contact email
  - Contact phone number

- Honorariums cannot have a conflict of interest. This means you cannot pay an advisor, faculty or staff member, current student, previous RSO member, or family member to perform with SAC funding.

- Honorarium requests above $5,000 require proof of additional sponsorship commitments from other offices/departments. This sponsorship letter should include how much the office/department plans to contribute to the honorarium cost.
11. OPERATIONS GRANTS

- Limit 1 operations grant per semester
- Covers general organizational expenses for an RSO

**Things to consider requesting funds for:**

- General Marketing: All requests must go through Union Marketing and include a quote to be accepted

*If you are requesting marketing for an event, please include that in the event grant application, not your operations grant*

- Office supplies: Must utilize the MDS website or Staples
- Equipment or tools
- Promotional items: Must go through Union Marketing and be less than $5 per item

**Funding Caps**

- General marketing: $300
- Office supplies: $250

**Overall cap: $3,500**

- SAC will not fund any requests where a free alternative is available to the organization
- Be prepared to speak to the value and necessity of items you are requesting during your grant hearing
Screenshots of shopping carts with prices (Word document with multiple screen shots). Make sure your screenshot includes all pertinent information

Marketing must go through Union Marketing. If they can’t provide what you want, they’ll give you a referral cloth table banners can be ordered through Auxiliary Services

Office supplies must come from MDS/Staples, when available
Limit 1 travel grant per semester

Limited to 4 students in your RSO

Used to support conferences, competitions and workshops

You must enclose a list of the students attending

SAC will only fund one form of transportation, and does not fund the rental of buses

Things to consider requesting funds for:

- Transportation (plane ticket, rental car)
- Mileage (if requesting a rental car or driving own vehicle)
- Conference/Competition Registration Hotel

Funding Caps

- Registration cap: $100 per person
- Ticket cap: $250 per person
- Ground travel cap: $300
- Must use fueleconomy.gov
- Hotel: $40 per person for up to 5 nights

Again, please only request funds for 4 students
14 GOOD JUSTIFICATION: TRAVEL GRANTS

- **Ground travel:** Must use [fueleconomy.gov](http://fueleconomy.gov) website when estimating travel cost

- **Flight/train/bus:** Screenshot of ticket costs

- **Registration:** Screenshot of conference info, registration costs. If the current year’s info is not available, you can provide last year’s costs

- **Hotel:** Screenshot of hotel price
For newly formed or recognized RSOs, a small amount of money is reserved for the current semester to provide financial support to get groups started.

- Limited to one grant (event, operations or travel)
- Overall cap: $500
- Suggestions for common emergency grant requests
  - Events: small event to increase awareness on campus
  - Operations: general marketing to assist with recruitment
  - Travel: funding for a local conference

Groups interested in applying for an emergency grant should email sa-sac@uwm.edu to set up a meeting with a member of the committee.
Do you need a REPS quote for your SAC Event Grant request?

- Use the new online quote request form available on PantherSync
- Simply log in to your PantherSync Portal and locate the “Union REPS Quote Request”

Location: Union W119 (across from the Union Computer Lounge)
Hours: 8:00am – 5:00pm, Monday – Friday
Contact: reservat@uwm.edu or (414) 229-4828
All requests for marketing materials (posters, banners, stickers, etc.) must go through Union Marketing.

Each semester, RSOs must provide a new quote from Marketing when requesting marketing grant funds, in order to ensure prices are accurate.

- Please set up a meeting with someone from Union Marketing so they can assist you in developing a quote that meets the needs of your RSO or event.

Location: Union WG50 (near Union Station)
Hours: 9:00am – 5:00pm, Monday - Friday
Contact: markdesk@uwm.edu or (414) 229-5538
• Failure to attend grant trainings or grant hearing time

• Incomplete or insufficient documentation
  - All justification should be from a third party – screenshots, PDFs of prices or emails. Make sure these screenshots include all pertinent information
  - Ex. Don’t just take a screenshot of the number, include the item image, email contact information, etc.

• Incomplete grant application
  - Answer all questions fully and completely
    If you’re asking for an honorarium over $1,000, pay special attention to the additional questions

• For event grants: An event grant has already been approved for another RSO
STEP 1: WHERE TO FIND IT

The SAC grant application can be found on PantherSync

1. Log into PantherSync

2. In the top right corner, select the organization you are requesting funds for

3. Once you’re on that organization’s page, under the “More” tab, select “Treasury”

4. Select “Manage Budgets”
5. Select “New Budget”

Step 2: Filling out the application
The application is made up of two parts, the Budget Details portion and the narrative portion of the application, which pops up when you select which type of grant you are applying for (event, operations or travel)

Be sure to answer all questions completely

A FEW THINGS TO NOTE...

1. When filling out the list of items you are requesting funding for, please only list the dollar amount in the “Request a Budget” section
2. All justification should be uploaded at the bottom under “Upload Documents.” To save everyone time, try to name your documents in a way that is easy to navigate (ex. REPS Quote, Staples Order, Flight Information, etc.)

3. If you request several items from the same vendor, you can list them as one line item in your application. (ex. Staples Order, $120)
4. The link to the sign up for a grant hearing time can be found at the top of the application.

Instructions

- This form should be utilized for all registered student organization SAC fund requests.
- Please complete a separate Budget Request form for each SAC grant application.
- Bookmark the hearing sign up website and sign up for your hearing time AFTER you have completed this application.
- All grant fund requests required third party justification, which should be uploaded under the “Upload Documents” section of this application.

Questions? Email sa-sac@uwm.edu


5. Please open a new application form for each grant you are requesting. This makes it easier for the committee to keep track of how much money is being spent and to find your application during your hearing.

6. If you have any issues filling out the application, always email sa-sac@uwm.edu Someone from the committee will be able to assist you in the application process and answer your questions.
After you have completed your grant application, you’ll need to sign up for a hearing time to present your grant to the SAC committee. SAC hearings will take place throughout the semester, and all available hearing times will be posted on a SignUpGenius page.

1. Once you’ve arrived at the page, find an available time slot that works for your schedule and select “Sign Up”

2. You’ll need to sign up for one time for each grant you apply for. Each half hour includes 4 time slots, so you could sign up for a full half hour if your group has 4 grants. After your times are selected, click “Submit and Sign Up” at the bottom of the page
3. This will take you to a page where you’ll fill out your RSO’s information and your contact information to get a reminder about your sign up time. Please include the name of the grant (if you have more than one)

4. If for some reason you need to change your hearing time, please let someone from the committee know as soon as possible. If you miss your hearing time without notice, your group will be automatically denied
21 GRANT HEARING PROCESS

• Each grant hearing takes approximately 5 minutes, but this can vary based on the complexity of the application and the number of questions the committee has. For this reason, please plan to arrive early and schedule your hearing at a time when you don’t have class.

• At least one officer of your RSO will present the grant to the SAC committee.

• You will stand in front of the committee next to a television screen that will project your application information.

• You can introduce yourself, your role in your RSO, and the mission of your organization.

• You’ll explain each grant you’ve requested, why it is relevant to your organization, and what you hope to accomplish.

• The committee may ask questions about items you have requested, and may tell you certain things they cannot fund or caps you have hit.

• The committee will then vote on the spot to preliminarily approve you for an amount.

• You’ll then be allowed to leave.

• At the end of the semester, after the committee has completed all of the hearings, they will reevaluate their budget and determine if they can fund everyone fully. If they have exceeded their budget, they may need to make a small percentage cut to each grant.

• Once this is determined, they will send you an email saying “Congratulations! You’ve received $X for X grant. Here is how to use these funds…”
**WHAT HAPPENS AFTER YOU RECEIVE A GRANT?**

**Student Involvement will receive final grant allocations.**
You can find your final grant amount by logging on to PantherSync and reviewing the “Treasury” function.

**EVENT GRANTS:**
Schedule a meeting with your SI Assistant Director liaison (414-229-5780) at least 6 weeks prior to the event date. Any person being paid for a service, performance, or to speak must be paid by a contract. Completed contract paperwork should be turned into the SI office at least 30 days prior to the event date.

**OPERATIONS GRANTS:**
Mandatory contracts or vendors are required and proper state purchasing procedures must be followed. The SI office will place all orders and make all payments. Reimbursements for expenses paid out of pocket will only be processed if prior approval has been obtained by the SI business office.

***Organizations purchasing items will need to complete an inventory agreement form (available in the SI office) and are subject to a yearly inventory audit.***

**TRAVEL GRANTS:**
Schedule a meeting with Poawit Yang (414-229-7102) at least 3 weeks prior to departure to make travel arrangements. The SI business office will book ALL travel arrangements directly. Reimbursements for travel expenses paid out of pocket will only be processed if PRIOR approval has been obtained by the SI business office.
Student Appropriations Committee – sa-sac@uwm.edu

Who should I contact for assistance with…

My grant application or questions about the SAC process?

SAC – sa-sac@uwm.edu

SAPS – Rachel Leih, leihr@uwm.edu

Planning an event on campus?

REPS - reservat@uwm.edu or (414) 229-4828

Getting a marketing quote?

Union Marketing - markdesk@uwm.edu

or (414) 229-5538

Utilizing my SAC funds?

Student Involvement – Poawit Yang, yangp@uwm.edu