WHAT IS SAC?

• SAC allocates funds to registered student organizations (RSOs), which meet eligibility requirements.

• Roughly $400,000 each semester is awarded to registered student organizations to help with on-campus events, operations, and travel opportunities.
GRANT PROCESS OVERVIEW

1. Your student organization must be registered
2. At least one recognized officer from your student organization must attend a mandatory training session
3. Your student org can only submit FOUR grant applications
   • Up to 4 event grants
   • 1 travel grant
   • 1 operation grant
**GRANT PROCESS OVERVIEW**

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

   *Have at least two officers register for each hearing!*

5. Attend your hearings!

   *If for any reason you need to change your hearing date, you may do so 24 hours in advance of your hearing. If it is less than 24 hours, be sure to contact SAC at sa-sac@uwm.edu and provide justification for the change! Not doing so may result in your grant being denied.*

6. At the end of the semester, you will receive an email telling you how much money your RSO was awarded and how to spend it.
GENERAL RULES

1. All funding requests must fall in line with the mission of your RSO and the mission of UWM.
   • *Ex*) A stuffed animal club wouldn’t be able to ask for funding to build robots, when their mission is to make people more aware of unique teddy bears.

2. All funding must have third party justification
   • *Ex*) screenshots of prices, PDFs of email communications or quotes, invoices, etc.

3. Funding **CANNOT** be used for academic, political, personal, commercial gain or other purposes not authorized by UW system.
WHAT SAC DOESN’T FUND

- Food
- Decorations
- Prizes
- Helium tanks
- Honorarium with a conflict of interest
- Gifts for UWM faculty and staff
- Airbnb
- Individual membership dues

-improvement for spaces:
- furniture
- cleaning products
- appliances

-personal items:
- anything that doesn’t stay with UWM

- This is NOT an exhaustive list!

Anything where there is a free alternative on campus
WHAT SAC DOESN’T FUND CONT.

• Requests to pay for off-campus facilities in an Event Grant will continue to be restricted in the manner SAC has historically done. If, when students seek to reserve space for the event and nothing on-campus is available to meet their needs, they must contact event services.

• Any old quotes from any UWM Event Services and UWM Marketing will not be accepted! You must contact them to receive new quotes!
GRANT OVERVIEW (MAX 4/SEMESTER)

• Event Grants:
  • Up to four event grants per semester
    
    *Ex) lectures, performances, dances, concerts, panels, conferences, and etc.*
  • Must happen on campus at UWM

• Travel Grant
  • Limit 1 per semester
  • Limited to funding up to 4 members in your RSO

• Operations Grant
  • Limited 1 per semester
    
    *Ex) office supplies, general marketing, equipment rental, tools, project material, etc.*
GOOD GRANT JUSTIFICATION

• From a third party:
  - Screenshots or pdfs

• Label your justification in your application so you don’t miss anything!

• Only upload the things you need!

• Try to upload all justifications into a single document

• You may no longer use old grant justifications! You must request for new quotes from union event services and union marketing!
EVENT GRANTS

Things to consider requesting funding for:
- Room set up costs
- Marketing
- Honorarium costs (speakers and performers)

Specific funding caps:
- Marketing: $300
- Honorarium:
  - Overall honorarium cap: $3,000
  - Housing cap: $119 per day
  - Travel: $300 round-trip per flight
  - Ground transportation: $40 per day, up to two days

NOTICE!
The writer of an Event Grant should be the primary Event Planner for the event requested.

Honorarium Justifications
- Honorarium requests above $1000 needs to provide additional information about performer (in application).
- Honorarium requests above $3000 require proof of additional sponsorship commitments from other offices/departments.

UP TO 4/SEMESTER

OVERALL CAP: $4,000
LARGE EVENT GRANTS

Large event:

Some student orgs will have an opportunity to establish an agreement with Student Involvement to host a large event. This agreement must be established in writing at the time of your grant hearing. If interested contact SI and get a co-sponsorship!

Deadline to meet with your SI Liaison: October 12th, 2018

OVERALL CAP: $7,000
OPERATIONS GRANTS

• Covers general organizational expenses for an RSO

• Things to consider requesting funds for:
  • General marketing: all marketing must go through Union Marketing and include a quote to be accepted
    
    Note: If you’re requesting marketing for an event, include that in your event grant application, not your operations grant application
  
  • Office supplies
  • Tools or equipment
  • Promotional items: must go through union marketing and be less than $5/item

• Specific Funding caps:
  • Marketing: $300
  • Office Supplies: $125

UP TO 1/SEMESTER OVERALL CAP: $3,500
TRAVEL GRANTS

• Limit 1 travel grant per semester
• Limited to four students in your RSO
• Used to support conferences, conferences, and workshops
• You must enclose a list of students attending
• SAC will only fund one form of transportation, and does not fund rental buses
• Please do NOT shop around for the cheapest cost! Use sites like Concur to find an average rate for your flight!

Things to consider requesting:
• Transportation (plane ticket, car rental)
• Mileage: "fueleconomy.gov"
• Conference/Competition registration
• Hotel
Specific Funding Caps:

- Registration cap: $150 per person
- Ticket cap: $300 round-trip per person
- Ground cap: $325
- Hotel cap: https://uw.Foxworldtravel.Com/rate-calculator/

You may use this tool to get specific state rate lodging! If you choose not to use this option, you will only be funded with Wisconsin state rate for lodging.

- Pricing listed is for each room with a minimum of 1 person and maximum of 2 people for each room. (Meaning you can get funding for 2 rooms up to 5 nights).
KICK START GRANTS

• 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 (operations, event, or travel)

• Suggestions for common emergency grant requests:
  • Events: Small event to increase awareness on campus
  • Operations: General marketing to assist with recruitment
  • Travel: Funding for local conference

• This grant may be submitted after the deadline and is open until the last grant hearing date and will be made available after the next student senate meeting.

OVERALL CAP: $1,500
DEADLINES

- Union Marketing Quotes: Friday, October 19th, 2018
- Event Services Quotes: Wednesday, October 17th, 2018
- Liaison Meeting for Large Events: October 17th, 2018

OVERALL GRANT SUBMISSION DEADLINE:
Wednesday, October 24th, 2018 at 4:30pm
COMMON REASONS FOR GRANT DENIAL

1. Failure to attend grant hearing time or grant training.

2. Incomplete or Insufficient Documentation
   - All justifications should be from a third party—screenshots, PDFs of process, or emails. Make sure emails include all pertinent information.
   
   *Ex) don’t just take screenshots of all the numbers, include the item image, email contact information, and etc.*

3. Incomplete grant application
   - Answer all questions fully and completely. If you’re asking for an honorarium over $1000, pay special attention to the additional questions.

4. Incomplete org registration
   - All student groups must be a registered student organization in order to receive funding for the following semester.
FILLING OUT THE GRANT APPLICATION

• 1. Log into Engage.
• 2. From the Home Page, select "FORMS"
• 3. Once you’re in "FORMS", scroll down to "Spring 2019 SAC Grant Application".
  (You may need to click "LOAD MORE" to find it!)
• 4. Once you find "Spring 2019 SAC Grant Application", click "START" to the right of the form.
• 5. The last question in the first part of the form will dictate which application you will be sent to whether it's travel, event, operations, or kick start.
FILLING OUT THE GRANT APPLICATION

• All justification should be uploaded at the bottom under “Attachments”.

• The link to the sign up for a grant hearing time can be found at the beginning and the end of the application. This will disappear when you submit your grant, so be sure to copy and paste the web address before submitting, or take the web address from your SAC Booklet!

• Be sure to submit your grant by clicking "Submit for Approval". Your grant will not be submitted unless you click on that!

• Please open a new application form for each grant you are requesting.
SIGNING UP FOR HEARINGS

• SAC hearings will take place throughout the semester, and all available hearing times will be posted on a signupgenius page: (https://www.signupgenius.com/go/60B044BAAAD2BA0FE3-grant)

• You’ll need to sign up for one time for each grant you apply for. Each half hour includes 5 time slots, so you could sign up for 4 slots in one half hour if your RSO has 4 grants. After your times are selected, click “submit and sign up” at the bottom of the page.

• If for some reason you need to change your hearing time, please email sa-sac@uwm.edu as soon as possible within 24 hours to change a date. If you miss your hearing time without notice, your group will be automatically denied.
1. Each grant hearing takes approximately 5 minutes. Please plan to arrive early and schedule your hearing at a time when you don’t have conflicts!

2. At least one officer of your RSO must present your grants to SAC.

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

4. You’ll explain each grant you requested and why it is relevant to your RSO.

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

6. The committee will then vote on the spot to preliminary approve you for an amount.

7. You'll then be allowed to leave.

8. At the end of the semester, after the committee has completed all the grant hearings, they will re-evaluate the budget and determine if they can fund everyone fully.

9. Once this is determined you will receive an email saying “Congrats! You received $X, for X grant. Here is how to use your funds...”
WHAT HAPPENS AFTER YOU RECEIVE A GRANT?

Student Involvement will receive final grant allocations.

Final grant amounts in Engage under the “Finance” function

- **Event Grants**
  - Schedule a meeting with Student Involvement 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 paperwork contract must be turned into SI at least 30 days prior to event.

- **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 proceeded if prior approval has been obtained by the SI business office.

- **Travel Grants**
  - Schedule a meeting with Student Involvement at least 3 weeks prior to departure to make travel arrangements. The SI office will book all travel arrangements directly. Reimbursements for travel expenses paid out of pocket will only be proceeded if prior approval has been obtained by the SI business office.
CONTACT INFORMATION

• Grant application or questions about SAC process
  • Student Appropriations Committee- sa-sac@uwm.edu

• Planning an event on campus
  • Event Services-reservat@uwm.edu or 414-229-4828

• Getting a marketing quote
  • Union Marketing- markdesk@uwm.edu

• Utilizing my SAC funds
  • Student Involvement- si-busoffice@uwm.edu
QUESTIONS?