SPRING 2019 SAC
GRANT INFORMATION
GUIDE FOR STUDENT ORGANIZATIONS
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Training Session Dates

The Student Appropriations Committee meets in Union EG80 and performs mandatory trainings for registered student organizations that are interested in obtaining a grant for the following semester.

Training Dates:

**Wednesday, October 3rd:**
8am-9am
1pm-2pm

**Thursday, October 4th:**
10am-11am
2pm-3pm

**Friday, October 5th:**
9am-10am
2pm-3pm

**Monday, October 8th:**
8am-9am
4pm-5pm

**Tuesday, October 9th:**
9am-10am
3pm-4pm

Grant Hearing Dates

Grant hearings is the process in which the registered student organization must attend and explain their grant application to the Student Appropriations Committee in order to receive funding for the following semester.
Grant Hearings:

**Tuesday, October 23rd:**  
8:00am-9:00am

**Tuesday, October 30th:**  
3:00pm-5:00pm

**Friday, November 2nd:**  
10:00am-2:00pm

**Monday, November 5th:**  
4:00pm-8:00pm

**Wednesday, November 7th:**  
8:00am-12:00pm

**Thursday, November 8th:**  
7:00am-9:00am

**Friday, November 9th:**  
4:00pm-8:00pm

**Sunday, November 11th:**  
9:00am-12pm  
1:00pm-5:00pm

**Monday, November 12th:**  
2:00pm-5:00pm

**Thursday, November 15th:**  
5:00pm-8:00pm

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**What is SAC?**

**SAC Background**

Registered Student Organizations (RSOs) at University of Wisconsin Milwaukee can apply for grant funding through the Student Association’s Student Appropriations Committee (SAC). SAC is comprised of Student Association Senators and RSO members. SAC is funded through student segregated fees with a budget that is developed every semester to fund and support RSOs’ on-campus events, operations, and travel opportunities.

**SAC Funding**

SAC will fund eligible RSOs with an Emphasis on:

- Bringing Recognition to UW-Milwaukee
- Providing support for student leadership development
- Encouraging on-campus programming
- Assisting RSOs in accomplishing their goals
- Supporting and enriching the experience of students at UW-Milwaukee

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 students pay each semester along with tuition

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

Justification
A screenshot, PDF, or quote verifying the money that is being requested. Must have third party justification in order to be approved. Meaning you cannot just guess the pricing on your own.

Caps
The maximum funding allowed

Event Services
Reservations and Event Planning Services Office that deals with your events

Engage
UWM’s online community management system for registered student organizations
Grant Process Overview

**Step 1:**
Be an RSO in good standing with Student Involvement.

**Step 2:**
Have one officer attend SAC Training.

**Step 3:**
You can submit *ONLY* up to 4 grant applications for next semester.
Check up to 4: (include Check boxes)

- Event [ ]
- Event [ ]
- Event [ ]
- Event [ ]
- Operations [ ]
- Travel [ ]

**Step 4:**
Have 2 members sign up for a grant hearing for each grant application.

**Step 5:**
Attend hearing, answer questions pertaining to your grand, and receive a preliminary decision on your funding.

**Step 6:**
Receive an email with your funding and how to spend it at the end of the semester.

**Step 7:**
Come join us again next semester for the next SAC process!

**Do NOT miss Step 1 or 2 because you will not be allowed to request funds in the process without completing them!**

What SAC Will Fund*

- **Union Event Services**
  - Room costs
  - Equipment rentals
  - Stages
  - Technicians
  - Security

- **Marketing (through Union Marketing)**
  - Flyers, posters, banners, printing
  - Promotional items under $5 each
    - Pens, coffee mugs, folders
• Honorariums  
  o Performers, lecturers, speakers, artists  
• Tools & Equipment  
  o Power tools, hammers, nails  
• Travel  
  o Hotel, airfare, rental, conferences  

*This is not an exhaustive list.

What SAC Will NOT Fund*

What SAC Won’t Fund
• Food
• Decorations
• Cutlery
• Prizes
• Helium tanks
• Honorariums with a conflict of interest
• Gifts to UWM Faculty or Staff
• Gifts, donations, or contributions
• Individual membership dues
• Computers
• Printers
• Paper Shredders
• Ink Cartridges
• Improvements to space:
  • Furniture
• Cleaning Products
• Appliances
• Dry Erase/Cork Boards
• Office Decorations
• Air BNB
• Personal Items  
  o Anything that does not stay with the organization  
  o Examples: t-shirts, uniforms, business cards, name tags, awards
• Study Aides  
  o LSAT/MCAT Books  
  o Student Books, Manuals, Online Libraries and resources

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.
For additional information please check out: UW System Administrative Policy 820

*This is not an exhaustive list.

Types of Grants

You can request up to 4 total grants.

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

**Travel Grant**
- Limit 1 per semester
- Examples: attendance to conference, competitions
- Limited to funding 4 students in your RSO

**Operations Grant**
- Limit 1 per semester
- Examples: office supplies, marketing, equipment rental, tools, project materials

**General Rules**
All funding requests MUST BE consistent with the mission of your organization and the mission of UWM.

All funding must have third party justification

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

**Event Grants**

Up to 4 Event Grants a Semester

Things to consider requesting funds for:
- Room set up costs (Event Services)
- Marketing (Union Marketing Services)
- Honorariums (speakers and performers)
  - Housing and travel for your honorarium
Event Grants REQUIRE a quote from Event Services office. Quote retrieval deadlines are due: 10/19/18

Funding Caps

Marketing: $300

Honorarium: $3,000
- Housing: $119 per day
- Travel: $300 per flight
- Ground Transportation: $40 per day up to 2 days
- Requests over $1,000 require additional information about performer/guest (found in application form)
- Requests over $3,000 require proof of additional sponsorship commitments from other offices/departments.

Movie License
- Movie license for viewing and screening are now considered as an honorarium and will require the same level of justification and scrutiny

Overall Event Grant Cap: $4,000

Large Event Grants

A limited number of RSOs may apply for a large event grant on campus. To apply for a large event grant, RSO's must meet with their Student Involvement Liaison by October 17th to discuss partnerships. To qualify for this grant, an RSO must have a letter of support from the department with which they will partner, which can be brought to the grant hearing date and does NOT need to be submitted with the initial grant application.

Large Event Cap: $7,000

Operations Grants

Limited to 1 operation grant per semester

Covers general organizational expenses for an RSO

Things to consider requesting funds for:
- General Marketing: All requests must go through Union Marking and include a quote
  - Event Marketing should be including in event grant not operations grant
- Office Supplies:
  - Must use MDS website, or Staples and Amazon (through Student Involvement)
Selective equipment or tools
• Promotional items: Must go through Union Marketing and be less than $5 per item
  o Included in the $300 General Marketing Cap
• Publications
  o MUST NOT BE for personal Academic Gains including: dissertations, personal publications, posters, banners, flyers, etc

Funding Caps
• General Marketing Cap: $300
• Office Supplies: $125
• Overall Cap $3,500

All items must be kept on Campus and are subject to the Condition Agreement by Student Involvement

SAC will not fund any requests where a free alternative is available to the organization

Good Justification: Operations Grant

Screenshots:
• Include screenshot of cart, items, and prices
• Use Word Doc for multiple screenshots

Union Marketing Quotes:
• Quotes will be conducted in person only

Office Supplies:
• Must come from Staples or Amazon when available

Equipment, Tools, Supplies:
• Explain justification for items that are already in inventory

Reallocation:
• Items, supplies, and equipment that are approved may not be replaced with another item UNLESS a reallocation form has been approved on Engage at: https://uwm.campuslabs.com/engage/submitter/form/step/1?Guid=d53fd160-bf75-43cc-9c8a-e75bceefa5a3
• Reallocation may not exceed the original requested amount
Travel Grants

Limit 1 travel grant per semester

Limited to funding 4 students in your RSO

Used to support conferences, competitions, and workshops

Must enclose a list of students attending

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

Do not try to book your own travel as Student Involvement DOES NOT process reimbursements. Meet with the Student Involvement Business Manager to have your travel arrangements booked for you.

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: $150 per person
- Ticket cap: $300 per person
- Ground travel cap: $325
- Hotel: State lodging rate per person for up to 5 nights
- Limited to 4 students

Good Justifications: Travel Grant

Registration:
- Screenshots of conference information and registration cost
- If the current year’s information is not available, you may provide last year’s costs

Flight Tickets/bus/train:
- Screenshot of ticket costs
- Include destinations and provider

Ground Travel:
- Must use “fueleconomy.gov” trip calculator for gas reimbursements and estimates
- Screenshots of rental car prices
Please be aware of driver restrictions

Hotel:

- Screenshot of hotel price
- Please use: https://uw.foxworldtravel.com/rate-calculator
- Do NOT use Hotwire, Hotel.com, Orbitz, Expedia, Air B&B other hotel websites, etc.

Kick Start Grants

Newly formed or recognized student organizations may apply for a small grant which is reserved for the current semester to provide support to get new groups started.

- Limited to one grant (event, operations, or travel)
- Overall Cap: $1,500
- Deadline to apply for Kickstart grant is before the last grant hearing time provided in this booklet
- Suggestions for common Kickstart 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 a Kickstart grant should email sa-sac@uwm.edu to set up a meeting with a member of the committee.

Overall Good Grant Justifications

From a third party: screenshot, PDF, Quote
- Estimates cannot be done at your own discretion
- If you have a large shopping cart that requires multiple screenshots, you may paste all of them into a single word document and upload it with your application

Label your justifications on your application to avoid missing anything

More justification is always better.
If you forget to attach a justification after you submitted your grant application, email sa-sac@uwm.edu BEFORE the Grant Submission Deadline.

Triple check everything before you submit. No additional justification will be accepted AFTER the deadline.

Good justification is current and not from previous semester

What Did I Do Wrong?

Common Reasons For Denial

Failure to attend grant training or hearing time

A free alternative is available to the organization and students
  • Rentals from Union, libraries, arts and craft center, etc
  • Computers, printers, copiers, laminators,

Incomplete or insufficient documentation
  • All justification should be from a third party. Make sure screenshots include all pertinent information.
  • Include not only the total pricing but also the item image, email, contact information, provider, etc

Incomplete grant applications
  • Be sure to answer all questions fully and completely!
  • If you are asking for an honorarium over $1,000 pay special attention to the additional questions. This must be answered and included!

Event Grant Denial
  • Denial if it has already been approved for another RSO. You may not combine two separate event grants from different organizations into one larger grant.

Getting Quotes and Services

Event Services
  Getting an event quote for your SAC Grant:
  • Use the online quote request form available on Engage.
  • Use the Engage portal and search “Union event services quote request.”
  • Be prepared to answer questions regarding past events if the event has occurred before.
Deadline for online quote: Wednesday, October 17, 2018
Walk-in hours may be available.

Office Location:
Student Union 3rd Floor
Right side when exiting the elevators
Monday – Friday from 8:00am – 5:00pm
Contact: reservat@uwm.edu or (414) 229 – 4828

Marketing Information
Getting a quote for Marketing must be conducted in person, and a meeting with a marketing specialist must be scheduled at that time.

Deadline for quote: Friday, October 19th, 2018

Please be aware that any promotional items are included in the $300 marketing cap.

- Office Location:
- Union WG50 (near Union Station located in the corridors)
- Monday-Friday from 9:00am – 5:00pm
- Contact: markdesk@uwm.edu or (414) 229-5538

Filling out the Grant Application

1. Log into Engage.
2. From your home page, click on “FORMS”:

3. Once in “FORMS”, scroll down until you see “Spring 2019 SAC Grant Application”. You may need to click “LOAD MORE” to have the application pop up. Once you see the application, click “START”:
4. Once you click “START”, you are in the application! The last question on the first page will dictate whether you go to an event grant, operations grant, travel grant, or kickstart grant depending on which one you are applying for.

5. Be sure to click “Submit for Approval”, otherwise your application WILL NOT be submitted!
ONE THING TO NOTE!!!

- The web address to reserve your grant hearing times will be at the beginning (indicated in green box under step 4) and end of your grant application. Once you submit your application, you will not have access to retrieve the web address from the application. Either copy and paste it into google before submitting the application or use the address directly below under “Grant Hearing Process”.

Grant Hearing Process

1. Sign up for a grant hearing:
   a. Sign up using signupgenius. The web address is provided here: https://www.signupgenius.com/go/60b044baaad2ba0fe3-grant

   b. Once at the signupgenius, select which time will work for you to present your grant, the click “Submit and Sign Up”.
c. After you click “Submit and Sign Up”, you will get sent to this page below. Fill in the name of your RSO and how many grant hearing slots you want to sign up for during that half-hour. Note: If you have 3 grants, for example, you will need to sign up for 3 grant hearings. The number “1” as shown below, stands for only one grant hearing slot. After that, fill in your first and last name and your email. Then indicate the name(s) of the people presenting. Lastly, click “Sign Up Now”.
2. **Arrive to your grant hearing**
   a. Try to arrive early, but NEVER late
   b. At least one officer of the RSO must present the grant to SAC

3. **Present your grant**
   a. Your grant will be projected on a television screen with all your application information
   b. Introduce yourself, your RSO and its mission, and your role in the RSO

4. **Defend your grant**
   a. Explain each grant you are requesting and why it is relevant to your organization
   b. Explain your requests and justifications
   c. The committee may ask questions about items and may tell you certain things they can and cannot fund or caps you hit

5. **Voting**
   a. The committee will then vote on the spot to preliminarily approve you for an amount
   b. The committee will come to a decision and you will be allowed to leave
6. **Finalized budget**
   a. At the end of the semester, after the committee has completed all of the hearings, they will evaluate 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.
   b. Once this is determined, they will send an email saying, “Congratulations! You’ve received $______ for _____ grant. Here is how to use these funds...”

**What Happens Next?**

Student Involvement will receive final grant allocations.
- You can find your final grant amount by logging on to Engage and reviewing the Finance Function.

**Event Grants:**
- Schedule a meeting with your Student Involvement liaison (424) 229-5890 at least 6 weeks prior to the event date. Any person(s) 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 Grant:**
- 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 SI) and are subject to a yearly inventory audit

**Travel Grants**
- Schedule a meeting with Student Involvement Business Manager 414-229-5780 at least 21 business days 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.

**Kick Start Grants**
- You can begin using your grant funds this semester. Contact Student Involvement according to the grant type you requested.
Campus Resources

Do you have questions regarding SAC grant or need assistance?
Student Appropriations Committee: SAC, Sa-sac@uwm.edu
Student Association Professional Staff: Quincy Kissack Kissack@uwm.edu

Are you planning an event on campus?
Union Event Services – reservat@uwm.edu or (414) 229-4828

Are you getting a marketing quote?
Union Marketing – markdesk@uwm.edu or (414) 229-5538

Need to use your SAC funds?
Student Involvement – Business Manager sibusoffice@uwm.edu or 414-229-5780
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!