

All application materials are due to Student Life Office (located on the first floor of the Student Center Building) or email to [Studentlifeoffice@udmercy.edu](mailto:Studentlifeoffice@udmercy.edu)

## **INCOMPLETE APPLICATIONS:**

- Applications that are not complete will be deferred until all paperwork is submitted.
- Applications must include invoices and/or receipts.

## **STUDENT GOVERNMENT ASSOCIATION GRANT**

Student Government Association funded events are an essential part of the character of the University. The grant serves to increase campus vitality by providing activities and events that reflect the diversity of the student body. They encourage Student Organizations to develop leadership and gain exposure. Thus Student Government Association encourages registered Student Organizations to seek funding for projects and/or operation expenses by completing the attached application.

SGA Grant funding procedures:

### **1. Requirements and prohibitions: the eligibility of proposals**

Prior to entry into funding competition, SGA reviews all proposals. Proposals not received by the deadline dates listed on the Student Life Office website will be returned unconsidered.

- Student organizations may apply for funding to support events and activities planned during the course of an academic year. To be entered into funding competition, an event must be open and accessible to all Detroit Mercy Students.
- Applications for the following will NOT be accepted for competition: activities contrary to Detroit Mercy policies or Mission, or to public law, alcohol related events, fundraising activities, conference attendance, or awards or prizes for non – Detroit Mercy Students.
- Proposals must have reasonable cost-effectiveness. The committee may choose to alter dollar amounts to make the proposal eligible by giving it reasonable return for its cost.

Proposals may be deemed by SGA to be ineligible, due to lack of compliance with the rules above. Organizations may check for and appeal such a decision to SGA. All appeals will take place in the Student Life Office.

### **2. Evaluation of Eligible Proposals**

- Eligible proposals will be forwarded to the Student Life Office for evaluation.
- Student Government Association will make the final decisions on all grants.
- Approvals will be submitted to the applicants email or by phone listed on the grant application

## **ORGANIZATIONS MUST:**

- Be a currently registered student organization to be eligible for event funding.
- Apply for the funding month at the proper time and submit completed application packets prior to the due date for that respective session.
- Grant admission to a funded event to any Detroit Mercy student.
- Adhere to all local, state and federal laws during a funded event.

- Submit proposals that have a reasonable cost-effectiveness. Unreasonable requests for funding will not be considered. The Committee reserves the right to alter dollar amounts to make the proposal eligible.

### **ORGANIZATIONS MAY NOT:**

- Hold a funded event off campus.
- Charge entry admission, ask for donations for your organization, charge for food or beverages, or solicit money for individuals or engage in any other money exchange during a funded event.
- Apply for funding for any event that is contrary to the Mission of Detroit Mercy.
- Apply for funding that will go toward the purchase of awards or prizes for non-Detroit Mercy students.

### **IN ADDITION:**

- Certain competitive events may not be eligible for funding.
- Serving, selling, giving away or allowing consumption of alcoholic beverages at any funded event is prohibited
- The use of illegal narcotics at any funded event is prohibited.

In order for your application to be complete, please list all sources of revenue (use chart below) including fundraising, department sponsorship, corporate sponsorship, etc...

**AFTER EVENTS:** If the event has already happened, this grant application is for reimbursement. Please submit the following document for reimbursement.

- Please submit copies of receipts and attach to this application.

**BEFORE EVENTS:** If the grant is needed for future planning costs. Please submit the following document for projected costs with your application.

- Please create an invoice to submit on your projected costs for your event.

The SGA reserves the right to impose and enforce all of these regulations. Any violation of these regulations can and will result in strict disciplinary action taken by and to be determined by SGA.



# UDM STUDENT GOVERNMENT ASSOCIATION

## Funding Application

(complete a separate request form for each event/activity and attach)

Name of Organization	
Event Name	
Event Date	Time
Event Location	Is the Event location reserved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Target Audience	Anticipated Attendance
Is the event open to all students? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of the Event	
How will this event contribute to UDM campus life?	
How does your organization intend to advertise for this event?	
Contact Information (Name)	Phone and email
Co-sponsoring UDM organization (if any)	
Co-sponsoring Organization	
Contact Information (Name)	Phone and email
If the full amount is not received, what will your organization do to make up for the loss?	

Source of Revenue or Partnership	Revenue Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Please provide an itemized list of event expenses incurred by the organization.

Date	Type of Expenditure	Cost of Expenditure
		\$
		\$
		\$
		\$
		\$

Please specify the total amount that your organization is requesting from the grant: \_\_\_\_\_

Signature of President

Date

Name of Organization

For Office Use Only

Signature of Student Government Association, Vice President of Finance

Date