

For official use only:

Bill Number: _____

Date Received: _____

Date introduced: _____

Micro-Granting Guidance Document

Micro-Grants are designed to give student organizations the opportunity to apply for funding for programs and events. This guidance document will walk you through the process and explain the limitations of these grants. All micro grants will be given a specific bill number. Bill numbers will start with the letters MG and be assign the number in the order the bill was received in during each academic year. (i.e. MG-1 if it was the first micro granting document of an academic year.)

- Grants are allotted on a first-come, first-serve basis.
- In order to apply for a grant, your organization must have been approved and in good standing with the Student Affair Council. New organizations must wait one month after their approval to be eligible to receive an SGA Grant.
- Additionally, an organization must have an eligible, voting representative at weekly SGA Assembly meetings. Eligibility must also remain throughout the entirety of the semester in which an organization is awarded a grant. Failure to remain eligible in said semester will cause the funds to be retracted from the organization's account.
- After submitting the paper Grant Application and the SGA Budget form to the SGA Executive Board, you will be contacted by a member of the Board who will schedule the applicant for a presentation during the General Assembly. The General Assembly will meet on Thursdays at 11:00am.
- A complete budget of expenses and revenues must be included in the application. The budget sheet for each grant type is found within the application form and must be completed and attached to the application before submission.
 - Grants are not retroactive, and therefore, a grant cannot be used for any expenses that have occurred prior to the application submission.
 - No student organization can profit from a grant, and therefore budgeted expenses must exceed revenues.
 - Any profits made after all expenses are paid will be returned to the Micro Granting Fund Account.
- Organizations allotted grant money through SGA may not use those funds to provide:
 - Financial support for political programs, parties, individual political candidates, or direct lobbying efforts

- Contributions for any private person, group, association, or business except for goods and services rendered to the organization
- Payments of debts and expenditures incurred from any previous years or events
- Anything contradictory to the Mars Hill University Student Handbook Guidelines
- An event or expense not occurring in the current academic year

Amendment I. (The following to begin Fall Semester 2014)

- A. Utilization of Micro-Grant Funds
 - a. Every SGA organization may, at any time, request funds through the SGA micro-granting system, except under circumstances otherwise detailed in this constitution.
 - b. Funds granted through the micro-granting system must be utilized for events and/or services open to the entire campus, student body, and/or community and must not restrict benefit from granted funds to a minority. This distinction will be determined on an individual basis by Congress.
 - c. Funds can not be used in the purchasing of items such as, but not limited to: alcohol, weapons, and or any obscenity to the Institution.
- B. Percentage Cap on Micro-Grant Funds
 - a. At the beginning of each academic year, the initial budget for the micro-granting system will be announced to the SGA Congress within two weeks of the first meeting of the Fall of that year.
 - b. Each SGA organization may receive funding up to 15% of the initial micro-grant budget within the academic year.
 - c. No SGA organization may request funds exceeding 15% of the initial micro-grant budget for that year, whether as a whole sum or through multiple micro-grant proposals.
 - d. Any and all micro-grant proposals exceeding 15% of the initial micro-grant budget for that academic year will be dismissed by the Executive Board without consideration by Congress.
 - e. SGA organizations may choose to co-sponsor micro-grant proposals with one another, up to a maximum of five organizations jointly sponsoring a proposal. Funds allocated by co-sponsored micro-grant proposals may not exceed 15% of the initial micro-grant budget. In addition, funds allocated may not exceed the established cap for an individual organization participating in the cooperative proposal, where in funds allocated must be divided between the participating organizations by a minimum of 20% of the requested funds.

Micro-Grant Application for Institutional Funding

This application may be returned to the SGA office, during office hours, to be reviewed by the Executive Board prior to presentation in any General Assembly Meetings. This application may be placed in the suggestion box, located outside the SGA office, to be received during the next business day.

Organization Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Event Leader Name: First

Middle

Last

Name of Event

Event Date

Event Location

Description of Event (When, Where, and Why)

Detailed List of Items that will be purchased with the micro-grant (attach copy)

I here-by agree to adhere to the rules set for in the Micro-Granting Guidance Document created by the Student Government Association of Mars Hill University. I agree to not use the money set forth for in this proposal any sort of personal gain. The event leader will keep all record of expenses incurred and a Final Expense Report will be filled out with all receipts at the completion of the event.

Event Leader	Date
Advisor	Date
SGA Student Body President (Once Approved by Congress)	Date
SGA Advisor (Once Approved by Congress)	Date

For official use only:

Bill Number: _____

Date Received: _____

Date introduced: _____