AS Chartered Student Organization Grant Process

Statement of Policy

1. Background:
Funded by the Associated Students (AS) of Sonoma State University to enrich the lives of students, the chartered student organization (CSO) grant system has been developed to make funding available for CSOs and organizations to pursue their interests. AS continues to make grant funding easier and more accessible to all chartered student organizations of Sonoma State University. The process is broken into five tiers of funding across the fiscal year. The available tiers are below with a different definition and funding amount allowed for each tier.

2. CSO Grant Approval Process:
The CSO Grant Process will run with the fiscal year beginning July 1st and ending the last day of finals week of the spring semester. CSO grant request submission dates and funding terms will be set for that year by the AS Vice President of Finance no later than June 1st of the previous fiscal year.

Only the President or Treasurer of a CSO may apply for grant money. A CSO may not apply for grant funding when “frozen” or on probation of any kind as an organization. The AS Vice President of Finance and the AS Student Government Coordinator will review all grant submissions. A grant will require the signature of both the AS Vice President of Finance and the AS Student Government Coordinator (or designee) before it is approved. All grants and their outcomes will be presented to the AS Senate on a regular basis.

3. Availability of Funds:
The budgeted amount for CSO grants will be split with 2/3 of the grant fund set aside for fall semester grants and 1/3 of the grant fund set aside for spring semester grants. Any money unused from the fall semester will rollover into the spring semester. The AS Senate must approve any action to transfer funds from the spring semester to the fall semester with a 2/3 vote.

Funds are available on a first come, first serve basis, beginning July 1st for the fall semester and December 1st for the spring semester. Applications for fall semester grants will be open from June 1st (with funds not being available until July 1st) to the last day of finals week for the fall
semester. Applications for spring semester grants will be open from December 1st to the last day of finals week for the spring semester.

Applications must be turned in 4 weeks prior to any event or travel date a CSO is requesting the grant to be used for. A CSO may not apply for more than one grant for the same event or day of travel. If approved, CSOs must make any purchases and submit the appropriate fund expense paperwork (receipts, invoices, etc.) to the AS Business Office by the grant expiration date on the grant letter. All fall semester grants must expire by the last day of finals week in the fall semester. All spring semester grants must expire by the last day of finals week in the spring semester. After the expiration date, unused funds will be reclaimed by the Associated Students and will be made available for other CSOs to utilize. If a CSO was issued a grant and did not use any funds by the grant expiration date, that CSO must meet with the AS VP of Finance to reinstate eligibility for additional funding for that same fiscal year.

4. Grant Tiers:
Please only ask for funding in which your CSO or organization needs in order to provide sufficient funding to other organizations. The AS Vice President of Finance and the AS Student Government Coordinator reserve the right to alter a CSOs grant amount request and any terms to better serve the students of Sonoma State University.

Becoming a Lobo Preferred CSO
CSOs and organizations may become a member of the Lobo Preferred CSO by having the President and Treasurer of their respective organization attend and successfully complete a training orientation for the CSO grant process. These training sessions will be offered at the beginning of each semester. Once a Lobo Preferred CSO member, a CSOs membership expires at the end of the following semester. New CSO officers do not inherit this privilege and must undergo training as they are elected.

The VP of Finance and the Student Government Coordinator will determine if Lobo Preferred status is revoked after paperwork errors with any 2 grants. CSOs will be able to re-apply for Lobo Preferred status at the beginning of the semester after which their status was revoked.

If status is revoked, CSOs will still be eligible for funding under the regular funding limits for each tier.

Tier 1: On-Campus Programming To qualify for this tier, CSOs and organizations must host events open to all students of the University and host the event without the purpose of fundraising. The event should be free and open to the community. The event must widely benefit and attract the campus community. All events must be actively marketed to students outside the organization’s standard demographic with flyers or signs containing the AS CSO Grant Logo. When submitting final expenditure paperwork, sufficient evidence of marketing materials containing the AS CSO Grant Logo must be included. If evidence of the AS CSO Grant Logo is not submitted, then funds will be withheld.
(Limit $3,000 per grant, per Lobo Preferred CSO)
(Limit $1,500 per grant, per CSO)
(Limit $4,000 per CSO, per year)

**Tier 2: Off-Campus Travel** The travel must in some way enrich leadership, academic, professional or athletic development. Items qualifying may include, but are not limited to: physical travel costs to and from and registration for conferences, competitions and seminars including flights, vehicle rentals, conference fees, fuel reimbursement and lodging. For every $100 funded, a minimum of 1 person must be traveling.
(Limit $1,000 per Lobo Preferred CSO, per year)
(Limit $500 per CSO, per year) with a maximum of $100/person traveling

**Tier 3: Dues & Fees** This tier funds the purchase of items specifically oriented towards CSO development including organization entry fees of sports clubs, professional membership or association dues.
(Limit $300 per Lobo Preferred CSO, per year)
(Limit $150 per CSO, per year)

**Tier 4: Supplies** Items funded may include, but are not limited to, materials for event or meeting promotion, banner and signs, CSO officer business cards, binders for CSO members, and general office supplies. All banners and marketing materials should include the AS CSO Grant logo. When submitting final expenditure paperwork, sufficient evidence of marketing materials containing the AS CSO Grant Logo must be included. If evidence of the AS CSO Grant Logo is not submitted, then funds will be withheld. Funding for supplies will be determined by fair market value as assessed by CSO grant approving officers.
(Limit $300 per Lobo Preferred CSO, per year)
(Limit $150 per CSO, per year)

**Tier 5: Consumables** Tangible items intended to be used up and then replaced. These items serve a specific mission to the CSO and relate to the activities the CSO participates in.
(Limit $300 per Lobo Preferred CSO)
(Limit $150 per CSO, per year)

5. **Items NOT eligible for funding:**
1. Alcohol
2. Food
3. Weapons or Firearm Ammunition
4. Direct donations or contributions (A service or product must be rendered for all monies disseminated)
5. Retroactive funding
6. Illegal drugs, activities or supplies
7. Grants, compensation, or wages
8. Cost of promotional items that honor, thank or congratulate an individual or group
9. Transportation costs for an individual or group engaged in class, work requirements or job hunting directly tied to current or future employment
10. Clothing and items that can be perceived as personal property
11. Enrollment in university courses, academic requirements, or required academic activities
12. Legal services or bail bond funds
13. Duplication of services which the University provides for free or at a discounted rate
14. Emergency Requests made due to lack of recognized status at time of need
15. Equipment purchases
16. Intramurals

6. Submitting Requests & Forms
Forms will be completed entirely online through OrgSync, where detailed instructions, funding tiers, limits and deadlines will be explained.

Timetable for CSO grant process

Grant Requests:          Fall – June 1st through final day of instruction of the fall semester
                        Spring – December 1st through the last day of spring semester finals

Funds available:        Fall – July 1st through date set by the VP of Finance and Student Government Coordinator
                        Spring – First day of instruction of the spring semester through date set by the VP of Finance and Student Government Coordinator

ADOPTED AT A REGULAR MEETING OF THE AS SENATE BY UNANIMOUS VOTE ON NOVEMBER 8, 2013.


IMAN RASHED, CHAIR OF THE SENATE


ANTHONY GALINO, EXECUTIVE VICE PRESIDENT