Capital Outlay Grant Process

Last Updated (5/5/2022)

Purpose:
- Capital Outlay grants are available to fund, partially or fully, projects that beautify the campus and benefit the student body.

Quick Overview:
- Proposals for Capital Outlay grants must first be presented to the Capital Outlay Committee before they can be considered by the Senate. The Capital Outlay Committee meets three times per fall and spring semester.
- Before you can present your proposal to the Capital Outlay Committee, you must first schedule a meeting with the SGA Graduate Assistant. Please log into the SGA grant system to schedule a meeting. The meeting should last approximately 30 minutes. Should you have any issues or questions regarding the meeting scheduling, please email sga@southeastern.edu.
- Following the meeting, the applicant will submit a Capital Outlay grant application on the SGA website.
- The grant application will be reviewed by the SGA Advisor & Graduate Assistant. If there are questions regarding the application or budget, the applicant may be asked to provide clarification or revisions.
- The SGA Vice President will contact the applicant for any additional required information and invite the applicant to present their proposal at the next Capital Outlay Committee meeting.
- The committee will vote on whether to send the proposal to the Senate for consideration.
- If it has been, the grant applicant is emailed the dates they will need to attend the Appropriations Committee meeting and SGA Senate meeting to speak on behalf of their bill and to answer any questions.
  - The Appropriations Committee is a committee that reviews and makes recommendations on all financial bills for the student Senate. You will attend this meeting first.
  - You will attend the Senate meeting the following Monday after the Appropriations Committee meeting. The Senate will consider the Appropriation Committee's recommendation as well as your presentation and then vote on whether to pass the legislation.
- The Graduate Assistant will send applicants an email to notify them of the bill's passage or failure.
- SGA Advisor will send "Next Steps" email with financial processing information.

Detailed Steps:
Step 1: The applicant should visit the [SGA grant system](#) to set up a meeting with the graduate assistant (sga@southeastern.edu) **before** filling out the Capital Outlay grant application. The meeting will last approximately 30 minutes. The graduate assistant will review grant policies, budget, and any quotes.

Step 2: The applicant will fill out the online application for the Capital Outlay grant by going to www.southeastern.edu/sga and clicking on the grants section.
Please note that you MUST include cost breakdown/quote(s) for the proposal. Photos of examples of similar projects or mock-ups are recommended as well.

Eligibility:
- The grant must be for a project that will benefit the student body.
- The project must be useful and/or contribute to campus beautification. It must be something that can be utilized and/or seen by anyone on campus.
- There is no maximum amount that can be requested; however amounts awarded will be determined by the total amount of funding available.

Step 3: The grant application will be reviewed by the SGA Advisor & Graduate Assistant. If there are questions regarding the application or budget, the applicant may be asked to provide clarification or revisions.

Step 4: Following any clarification or revisions, the SGA Vice President will add your proposal to the agenda for the next Capital Outlay Committee meeting.

Step 5: You will present your proposal at the Capital Outlay meeting and answer any questions for the Committee.

Step 6: The committee will vote on whether to send your proposal to the Senate for consideration.

Step 7: The SGA Vice President will notify the applicant if their proposal was referred or not.

Step 8: If it was referred, the grant applicant is emailed the dates they will need to attend the Appropriations Committee meeting (meets Tuesdays at 4 pm) and SGA Senate meeting (meets Mondays at 5 pm) to speak on behalf of their bill and to answer any questions.
   4A: You will first present your grant proposal at the Appropriations Committee meeting, giving reasons why the purpose for which you are requesting the grant is beneficial to the student body. The committee members may ask questions for clarification or express concerns for you to address. You may also take this feedback as an opportunity to adjust the presentation you will give to the student Senate accordingly. The Appropriations Committee will give their recommendation to the Senate based on this meeting.
   4B: On the Monday following the Appropriations Committee meeting, you will present your grant proposal to the student Senate to be voted on.

Step 5: At the Senate meeting, the SGA Senate votes on the bill, and signatures will be obtained from the SGA President, SGA Vice President, SGA Advisor, Director of the Office for Student Engagement, and the Vice President of Student Affairs. If the bill is passed, please allow three weeks for legislation to be approved and budgets to be set up.

Step 6: The Graduate Assistant will send an email to you with notification of bill passage or failure.

Step 7: The SGA Advisor and/or the Assistant Director of the Office for Student Engagement sends "Next Steps" email with financial processing information.

Capital Outlay Grant Process:

↓ Capital Outlay Grant Meeting ↓
1.Applicant meets with Graduate Assistant (GA) ● Applicant logs into SGA Grant system and completes Google form to schedule meeting ● GA confirms meeting time via email ● GA meets with the applicant and to review Capital Outlay Grant policies, budget, and any quotes for the project. **2. Applicant submits online application and uploads budget breakdown** ● A detailed, itemized budget breakdown document (including quotes) should be uploaded into the online application ● SGA Advisor and GA review budget breakdown. Applicant is emailed regarding any clarifications or revisions **3. Capital Outlay Committee Meeting** ● Applicant is invited to attend Capital Outlay Committee meeting ● Committee votes whether to refer proposal to Senate for consideration ● SGA Vice President notifies applicant if proposal is referred or not ● ***If a proposal is not referred, the process ends here.***
↓ Pre-SGA Legislation ↓
4. Legislation drafted ● SGA VP or senator authors bill ● Bill is added to the agenda as New Business. ● Appropriations Committee Chair emails applicants with the date and time of the Appropriations Committee meeting and the Senate meeting where applicants will present their application. **5. Senate Meeting (Bill added to Agenda)** ● At the Senate meeting the following Monday, the bill is referred to Appropriations Committee. Applicants does *not* need to attend this Senate meeting.
↓ SGA Legislative Process ↓

5. Appropriations Committee Meeting (<u>Applicant must be present</u>)
- Applicant presents application to the committee and answers any questions they have. Committee may have recommendations for applicant regarding budget breakdown. If applicant needs to make to changes to budget, they may ask the Appropriations Committee to amend.

6. Senate Meeting (Monday at 5:00 pm - <u>Applicant must be present</u>)
- The bill is added to Unfinished Business.
- Applicant presents application at the Senate meeting and answers any questions senators have. Senate votes on bill.

7. After Senate vote
- Immediately after the Senate meeting, GA sends applicant email notifying them of bill passage/failure.

↓ Post Senate Meeting ↓

8. Signature and financial paperwork
- Signatures are obtained from: SGA VP, SGA President, SGA Advisor, Director of OSE, and VP Student Affairs.
- Assistant Director sends all paperwork to the Budget Office after signatures are obtained.
- Once funds are available, SGA Advisor or Assistant Director will email applicant with budget information. *This usually takes 2-3 weeks, but can occasionally take longer.*