



# SGA Funding Basics

Embry-Riddle Aeronautical University - Prescott

Student Government Association

Office of the Treasurer

Revised: January 11<sup>th</sup>, 2024

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## About RSO Grants

- All DSE-registered RSOs in good standing and active for at least one full semester can apply for SGA grant funding. The amount of funding that each RSO can apply for depends on their tier. The tier limits are:
  - Tier 1: No grant funding (only subsidy)
  - Tier 2: \$2000 (plus subsidy)
  - Tier 3: \$3500 (plus subsidy)
  - Tier 4: \$5000 (plus subsidy)
- SGA Grants cannot be used to fund:
  - Food
  - Gifts
  - Philanthropy/charity
  - Clothing and other personal items

## RSO Grant Application Procedure

1. To apply, fill out the SGA Grant Request form found on Eagle Life.
  - a. Contact the Treasurer if you have any questions.
  - b. Some important things to note:
    - i. List the requested items in priority order
    - ii. Include direct links to the exact item that you are requesting
    - iii. Ensure that your officers are updated in Eagle Life
  - c. This form is a workflow; after it is completed by an RSO officer, it will be sent to the Treasurer of the RSO to sign. After that, it will be sent to the President. Finally, the RSO's advisor will electronically sign the form. Only the people that are listed in these capacities in the RSO's Eagle Life page will be able to sign the form. Note that RSOs are required to have at least a President and a Treasurer to apply for SGA Grant funding.
  - d. **Deadline for SGA Grant Requests: February 8<sup>th</sup>, 2024, at 11:55pm.**
  - e. Late submissions will be accepted but the maximum amount that will be approved will decrease by 25% of the amount requested each day that the form is late.
2. Budget Committee Presentation
  - a. **Presentations will be February 13<sup>th</sup> and 14<sup>th</sup>**
  - b. You will be required to give a short, 3-minute max presentation.
  - c. Your date and timeslot will be emailed to you at least 48 hours in advance
  - d. This presentation should focus on how your RSO benefits the campus, why your RSO needs this money, and how it will benefit your members.
3. Decisions

- a. The Budget Committee's decision will be reported to RSO officers within a week after your presentation.
4. Using Approved Funding
  - a. Contact Leah Richwine, the Assistant Director of Business, at [richwil@erau.edu](mailto:richwil@erau.edu) with the approved items, prices, and links to where you would like to purchase the item. Depending on the item, the purchasing process may take a long time so be prepared.
  - b. **Items are not automatically purchased. You must contact Leah to place orders!**
5. Funding Use Deadline
  - a. All RSO grant funding must be used by **the end of business day on April 8<sup>th</sup>, 2024.**
    - i. "Used" means that the approved items are requested for purchase before the deadline. Plan to use your funding as soon as possible.
  - b. Any unused funding will be recorded and could affect future funding. Unused funds take away from funding that we could have allocated elsewhere.
    - i. Any unused funding will not be rolled over to the next semester.

## **RSO Travel Grants**

- RSO Travel will only be funded up to 50%, so to be approved for \$2000 in travel, you would have to plan incur \$4000 of travel expenses.
- Travel expenses (after the 50% reduction) and the itemized SGA grant (discussed above) funds sum to the total amount that RSOs are allowed to request.
- The Travel Grant includes hotel, airfare, rental cars, and registration fees. The Travel Grant does not cover meals on the trip.

## **RSO Subsidy**

- RSO Subsidies are separate from the RSO Grants and are \$250 per semester.
- The RSO Subsidy can fund a much broader range of items, including food. **Coke products will not be reimbursed; only Pepsi products will be reimbursed.** Clothing or items prohibited by the university will not be reimbursed. See the RSO Subsidy form for more details.
- RSO Subsidies are funded on a reimbursement basis, so after purchasing the items, submit the Subsidy form with the original receipts. If your subsidy purchase includes food for a meeting or event, submit a list of the people who ate the food (ex. attendance lists).
- It is required that you contact the Treasurer to confirm that SGA can fund the items you are looking to purchase prior to purchasing. **Funding is not guaranteed.**
- RSO Subsidies are on a first come first serve basis. Only submit one form per semester.
- RSO Subsidies must be approved and receipts submitted by **April 12<sup>th</sup>, 2024 at 11:55pm.**

If you have any questions, please contact [prsgatre@erau.edu](mailto:prsgatre@erau.edu).

*Respectfully,*

**Makayla Gill**

**Treasurer, Student Government Association**  
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