

Common SGA Funding Application Errors

1. All requests must include the Budget Item “Required Information (MUST COMPLETE)” in order to be eligible to receive funding (DG 0001-02201701)

This is the part of the application where the applicant shares the group’s mission statement, the related purpose of the program or purchase, and the date of the program or purchase. This is the most important part of the application, because without it, a person reading the application not be able to fully understand the program or purchase and why the funds are needed. This part of the application is your group’s opportunity to tell a story or educate the reviewer about what you group plans to do and why you need the funds. You can never provide too much information; it is the next best thing to being able to tell SGA in person why the funds are needed.

2. Insufficient documentation (DG 0001-00201303)

Documentation must be clearly authored by the provider of the product or service. This means a functioning link that shows costs on that webpage, an uncropped screenshot that shows the costs and the provider of the product or service, an email screenshot or pdf that shows costs, an unsigned contract, or an invoice. If the documentation does not clearly show the costs or where the costs are coming from, the documentation is insufficient.

3. Programs whose purpose and description are not apparently relevant to the SGA-recognized Mission Statement of the group are not funded (DG 0001-00201308)

Many groups put on a variety of programs, and some of those programs are purely social in nature. While those social programs may still be great bonding experiences for the group and its members, if they are not related to other aspects of the group’s mission statement (e.g. academic, cultural, the nature of the activity) they cannot be funded by SGA. The funds that SGA allocates are limited; we simply do not have the resources available to allocate funds for every event hosted by every club, so we limit our allocations to the events that are strongly related to the group’s mission and are unique to that group/why they exist on campus.

4. Groups must demonstrate secure, on-campus storage for all items purchased (past or present) with the Student Activities Fee (DG 0002-10201502)

Items purchased with SGA funds are not the property of the group, but are actually the property of the University and the State. They must be stored in a secure, on-campus location in order to protect them from theft, loss, or damage. Your group must indicate where you will be storing any physical items (this includes items that will be held until they are used on the day of an event) before funds can be allocated. Acceptable on-campus storage locations could include a locker provided by the Stamp Student Union, an advisor or faculty member’s office, or a secure lounge, lab or office space on campus. An apartment, dorm, or vehicle are **not** examples of secure, on-campus storage.

5. Free items, Giveaways, Non-uniform wearing apparel, massage services, and other products/services that are only for the material benefit of individuals are not funded (DG 0002-00201313)

SGA will not fund free items to be given out by the group because those items are not seen as integral to the purpose of a program or event but rather as “extras.” Items for the material benefit of individuals are not funded. SGA funds are intended to support groups in creating enriching experiences for the campus community. Giveaway items are not seen as essential to that. If your group would like to give out free items at an event, you may charge admission to cover the cost of doing so.

6. Programs utilizing any amount of SGA funding may only charge admission to cover the per person cost of expenses directly incurred by the event which are not funded by the SGA. Programs with all other admission charges are not funded. Programs may not otherwise receive any form of payment from undergraduate students. Mandatory registration, fees, donations, and other forms of payment are not permitted. (DG 0001-02201604)

Because the funds that SGA allocates come from the Student Activities Fee that is paid by every undergraduate student, your group may not charge admission unless the proceeds generated by the admission charge will be used to cover something that SGA would not fund (like food, a raffle prize, or a giveaway item.) Admission charge cannot be used to generate a profit for your group.

7. Adjust to documentation (DG 0001-00201303)

If the documentation provided in the application shows a cost that is lower than the amount that was requested, then the allocation will be adjusted to the correct price.

8. Groups must provide proof of a reservation before asking for any funding for a program or event that requires a physical space. If the group has not yet reserved a space, the group must provide sufficient reasoning for why the space has not yet been reserved (DG 0001-04201601)

In order to fund an event that will take place in a physical location (e.g. a room in the Stamp Student Union, the Clarice, the Memorial Chapel, the Nyumburu Cultural Center, or other space) then a space reservation must be provided to show that the space has been reserved. Sometimes, a group will request funds for an event but are not able to reserve a space in time for the event, so the event cannot take place and those funds are left unspent. In order to prevent this, a reservation is required in order for the event to receive funds. If a group is unable to reserve the space before requesting funds (if they cannot afford the deposit or the period to make reservations has not begun) then the group must provide an explanation of why they cannot reserve the space.

9. Programs are only funded if the primary beneficiaries are undergraduate students at the University of Maryland, College Park (DG 0001-11201305)

The Student Activities Fee is only paid by undergraduates at the University of Maryland. Therefore, if your group is hosting an event and requesting funds from SGA, which come from the Student Activities Fee, then the majority of the attendees or people who would benefit from that event should be UMD undergraduates. It is fine for non-students or graduate students to attend, but the focus of any event requesting SGA funds should be UMD undergraduates.

10. Fundraisers without other sources of funding are not funded. ‘Other sources of funding’ must be proven not to include any money allocated from the Student Activities Fee (DG 0002-09201403)

If the purpose of the event is to raise funds for the group or for an outside organization, then the group must provide information on another source of funds that is supporting the event. Again, the funds that SGA allocates are limited. It is not possible for us to cover all expenses relating to a group’s fundraiser, as this could allow groups to avoid all costs associated with hosting a fundraiser, generate a profit, and then direct those funds elsewhere. It is not permissible for a student group to profit through the use of Student Activities Fee money.