Instructions for the SGA Funding Request process

NOTE THE DEADLINES/PENALTIES HAVE CHANGED EFFECTIVE FY18

New Budget Application & Funding Contract Due (without penalty) - Wednesday, December 6, 2017 by 5:00 PM

New Budget Application & Funding Contract Due (with 20% penalty) - Monday, January 22, 2018 by 5:00 PM
****NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE****

Funding Interview Sign up Deadline (without penalty) - Monday, January 22, 2018 by 5:00 PM

Funding Interview Sign up Deadline (with 20% penalty) – Friday, January 26, 2018 by 5:00 PM
****NO ORGANIZATION MAY SIGN UP AFTER THIS DATE****

Attend Funding Interview (January 29 – February 9, 2018) - Your Assigned Date/Time
SGA Office Conference Room, Room 302, Student Union Building

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STEP ONE – Filling out the Funding Application:
Log in to OrgSync with your ID/password (each member needs to create/setup their own profile then request to join their organization, not SGA)

When submitting the application you should be doing so from your own organization’s OrgSync page (not Student Government). You also do not need to join Student Government’s OrgSync page for this process.

Once you are logged in hover your mouse over “More” which is located in the menu at the top of the screen, then click on “Treasury”

PLEASE NOTE: If you do not see “Treasury” when hovering over “More”, you will need to utilize the “Instructions to Activate the Budget in OrgSync” which is located on the SGA website. Once the feature is active you can proceed with the process.
Your screen should look like the one below.

Click on “Manage Budgets” (as shown above) then your screen should look like the one below.

Select “FY 2019 (September 1, 2018-August 31, 2019)” in the “Period” field. Then click the green “New Budget” button. (see below)
Your screen should look like the one below. Make sure you selected the FY 2019 Budget Period on the previous screen. Note: FY19 is not shown in the picture above; however, you will see it in the drop down list.

Give your budget a name (name of your organization).

Then choose “FY 2019 (September 2018 – August 2019)” in the Budget Period drop down list.

You will then move to the Budget Details section. In the Category drop down list select “Budget Request for FY19 (September 2018-August 2019). A form will then pop up so make sure your pop up block is turned off.

Make sure you fill in every field that is “required”. Otherwise you will not be able to submit the form later.

When you are done click the green “Done” button so the form will close.

HINT: on the pop up form – if you copy/paste text in to the fields make sure you type in the box afterwards then go back and delete the characters you typed. If this is not done the program will not know that information was entered and you will not be able to submit your application.
Once the pop up form has closed you will be directed back to the original form you were working on. Type in your organization’s acronym in the “Name” field.

Select “Annual Funding Request” from the “Line Item” drop down box.

Enter the **total amount** of funding you are requesting **from SGA** below “Request a Budget”.

*There is no need to add more “Line Items”.*

If you did not fill out the form when it popped up you can click on “Fill Out” to complete that portion of the form.

Fill out all the required fields then click “Done” Then click “Submit”.

**CONTINUE WITH STEP 2 ON THE NEXT PAGE**
STEP TWO – Filling out the Funding Contract:

Click on the “Forms” link in the top menu bar.

Once the list of forms is shown click on “SGA Funding Contract 2018-2019”.

The Funding Contract can be submitted one of two ways: submitted electronically in the forms feature or printed/signed and uploaded to the Budget Application. Either way signatures have to be obtained by the President, Treasurer and Advisor.

Note: make sure email addresses are typed with NO errors. Check with each person to make sure they received the email. Sometimes the email goes to their junk mail.

**IF THE FUNDING CONTRACT IS NOT SIGNED BY ALL THREE PEOPLE YOUR ORGANIZATION CANNOT RECEIVE CREDIT FOR SUBMITTING THE FORM.**

CONTINUE WITH STEP 3 ON NEXT PAGE
STEP THREE (Final Step) – Filling out the Request for a Funding Interview:

Click on the “Forms” link in the top menu bar. Once the list of forms is shown click on “Funding Interview Request Form for FY19 Funding Process (September 1, 2018-August 31, 2019)”.

**Note:** Some organizations cannot see this form through their OrgSync page. If you have this issue go to the SGA OrgSync page and retrieve the form that way. You do not have to join SGA to do so!

A spreadsheet is on the SGA website reflecting the final schedule. You may check availability on the Funding Process page of the SGA website by clicking “Funding Interview Schedule”.

![Forms List](image)

After you have submitted this request the contact person (on the form) will be notified via email as to when the interview has been scheduled. The date will then be reflected on the spreadsheet mentioned above.

**Note:** Emails from OrgSync may be sent to “junk mailbox” so make sure you check that.

A “Funding Application Process Tracking” spreadsheet is also on the Funding Process page of the SGA website. This will show you what SGA has received and what you might be missing.

**MAKE SURE YOU READ THE FUNDING PROCESS HANDBOOK FOR MORE INFORMATION ON THIS PROCESS including Appeals!**