Student Activities Commission (SAC) Funding Policies

General Guidelines

Application Guidelines

- **Annual Budgets:**
  - Groups may apply for an annual budget during the re-registration period that occurs each spring semester. To receive funds a group must re-register through Hopkins Groups.
  - The deadline for the application period will be determined by the SLI office each school year.
  - The S.A.C. will post deadlines and filing procedures on its website, and will notify primary contact of the student group of any pertinent information regarding budget procedures.
  - The most up to date annual budget form will be available on the S.A.C. and SLI website.
  - It is the responsibility of the primary contact to ensure that complete proposals are submitted to and received by the S.A.C..
  - Annual budgets should be in an excel format with the following name or the document will not be accepted: category_groupname.xlsx.
  - In addition to submitting the budget through the Re-registration form on Hopkins Groups on Hopkins Groups, make sure to send a copy of the file to sacannualgrant@gmail.com as a backup.
  - Unless an updated document is requested, the S.A.C. will not accept any late submissions.

- **Monthly Grants**
  - All monthly grant allotments will be determined at the end of every meeting but will take two weeks for the money to be disseminated into the account of the student group.
  - Groups may apply for a S.A.C. grant through the Johns Hopkins University Student Government Association page on Hopkins Groups.
  - Monthly grants will be accepted if they meet any of the following criteria:
    - An Unexpected Expense: A cost not accounted for in the annual budget.
    - A New Initiative or Event
    - S.A.C. has requested for the grant after the primary contact has previously communicated with a commissioner.
  - Previously requested events and ventures will not be funded again if allocation is incorrectly spent.
  - The name of the monthly grant budget file submitted should be formatted as follows or the file will not be examined: Year_Month_Group Name.xlsx
  - The S.A.C. will meet following each submission deadline to review proposals and approve funding grants, at its discretion.
  - S.A.C. will allow groups to come to meetings to inform the organization about a grant with the following stipulations:
    - This process will be on a first-come first-serve basis in which the first group to ask through an email to johshopkinsS.A.C.@gmail.com will be the first request processed.
    - The S.A.C. will accommodate no more than 4 groups per meeting.
    - Each group shall be allotted a timeslot of 10 minutes.
    - S.A.C. will only accept requests from groups asking for more than $900 with a specific reason why they wish to speak with the group.
    - All student groups must come prepared and be able to add pertinent information to their application.
- **Grant Proposals**
  - Criteria for request to be considered:
    - Groups must be under one of the existing S.A.C. group categories.
    - Request must be beneficial to campus life.
    - Applications accepted on a rolling basis and will be evaluated by S.A.C. on a biweekly schedule for allocation and approval.
    - It is the responsibility of the applicant to ensure that complete proposals are submitted to and received by the S.A.C..
    - A grant must contain a full understanding of the event or problem in question.
      - The S.A.C. requests that all groups fill out a grant application in as much detail as possible.
      - The S.A.C. reserves the right to deny a grant that does not properly explain the situation in question.
      - Math errors are inexcusable and will result in the lowest requested value as the maximum possible grant allotment.
      - The S.A.C. reserves the right to get in contact with a grant submitter if the grant is unable to answer the questions we have about the need.

- **The Application Process**

**Grant Application**

1. Apply for Annual Grant in Spring semester
2. Annual Grant allocated for group
3. Apply for Monthly Grant for unexpected expenses/events
   - Approval of Monthly Grant
   - Rejection of Monthly Grant with comments
     - Re-apply with new or revised application

**New Group Application**

1. Speak with respective office defined by club's purpose
2. Attend Prospective Student Organization Workshop
3. Apply for new group with a minimum of 10 prospective students between September 15 and October 15
   - Approval of group
   - Rejection of group
   - Apply for Monthly Grant
   - Apply for Annual Grant in Spring semester
4. Re-apply for club in the following Fall semester

*Groups approved in the Spring semester must wait until the following Spring before applying for an annual budget.
- **Communicating with the S.A.C.**
  - A category liaison is the first point of contact between the S.A.C. and all student groups.
  - The category liaison information will be provided on the S.A.C. website.
  - The liaison will be open to answer any questions about the application process, the guidelines, or a group’s financial situation.

- **Collaborating Organizations**
  - The S.A.C. highly encourages groups to collaborate with other organizations.
  - The S.A.C. will only look at one grant submitted for a single event. If two or more groups are involved in an event and create more than one grant application, only the lowest requested amount for the event will be looked at by the S.A.C.

- **New Student Groups**
  - New student groups approved during the fall semester are eligible to apply for an annual budget at the end of the following spring semester.
  - New student groups approved during the spring semester are not eligible to receive an annual budget during the same semester, and must wait until the following school year’s spring to apply for annual budgets.
  
  - The groups are eligible to apply for monthly grant funding in the month immediately following their approval as a club from the SGA general body.
  - New student groups and provisional groups are also eligible for up to a $100 startup grant payable directly through the SGA Executive treasurer, **Mi Tu**.
  - Upon approval as a new group, groups will be assigned a liaison within the S.A.C. who will be the first point of contact relating to any financial matters or questions that may arise.

### Funding Categories

**Independent Contractors**
- Annual Budget Cap—$1500
  - Definition:
    - Funds used for independent contractors (individuals paid via a social security number), such as sound and lighting technicians, graphic designers, etc.
  - Eligibility
    - JHU employees may not be paid as independent contractors.
    - An individual student may be paid as an independent contractor, provided that the student offers the service at lowest reasonable cost.
    - Students may not be paid for services if they are active members of the group funded.

**Non-JHU Professional Services:**
- Annual Budget Cap—$1000
  - Definition
    - Funds used for contracted speakers, performers, and other acts paid via a federal identification number
  - Eligibility
    - The SAC may fund the payment of professionals for services rendered for SAC groups, provided that:
      - The events hosted by any such professionals are made open to all full-time undergraduates of The Johns Hopkins University
      - The professional is not an employee of the University
JHU Professional Services
- Annual Budget Cap—$20,000
- Definition
  - Funds used for university services, such as security, audio/visual, plant operations, and university rentals (excluding Zipcars), where:
    - The service is provided through JHU
    - The student group is being charged for the service
- Eligibility
  - The SAC will not fund pay to individual Hopkins employees.
  - DJ’s / Bands / Entertainment Costs
    i. $600 cap for DJ
    ii. $750 cap for contracted band
    iii. $700 cap for general contract entertainment

Wages
- Annual Budget Cap—$6,000
- Definition
  - Funds used for instructors, musical accompaniment, directors, coaches, etc.
- Eligibility
  - The services for which wages are paid must be essential to the group’s mission.
  - JHU employees may not be paid wages from a student organization.
  - Individual students may be paid wages, provided that the student offers the service at lowest cost.
  - Students may not be paid for services if they are active members of the group funded.
  - The fees are presented to SAC well before the event

Non-Reusable Items
- Annual Budget Cap—$500
- Definition: Non-reusable goods are those items which can only be used once
  - This includes paper goods (plates, napkins, etc.), royalties, film copyrights, name tags etc.
  - Items must be classified as non-reusable or reusable (such as clothing for dance groups, costumes)
- The SAC will not fund prizes of any nature.

Reusable Items/Supplies & Equipment
- Annual Budget Cap—$1,500
- Definition
  - Items that can be used time and again by a group
  - Items must be classified as non-reusable or reusable (such as clothing for dance groups, costumes)
- Office supplies and costumes also fall under this category
- Items MUST stay within organization in storage after use if classified as reusable
  - Will not fund purchase of club equipment which is to be stockpiled and not made available at all time to the full time undergraduates such as private art/book/video collections
- The SAC will not fund t-shirts, jerseys, or any other personal clothing.
- the SAC will not fund religious supplies. * e.g. prayer books, candles, pendants, etc.
- Storage
  - Any funding request which includes the purchase of a reusable item must include one of the following:
    - An on-campus location which has been allotted for its storage
    - The name, JHED ID, and signature of the club member who accepts responsibility for the item, and who will maintain the item in their possession
**Registration Fees**
- Annual Budget Cap—$1500
- Definition
  - Funds used for conference fees and registration for performances, competitions etc.
  - This does not including food, travel, lodging, etc.
- Registration fees should be requested after qualification/attendance at event is confirmed unless time sensitive issue-if this is the case event registration should be accounted for in annual budget
  - If registration is requested tentatively then treasurer reserves the right to withdraw funds

**Food**
- No funding for food during regular meetings
- Food funding for religious events on a case-by-case basis
- Food funding for special circumstances will be considered
- Budget cap
  - Cultural and religious/spiritual groups: $1500
  - Other groups: $100
  - Where cost per plate must be at least $5 per person
- Food must be essential to the event
- No food funding for general body meeting, banquets, performances, etc
- Food must only be for JHU affiliates

**Travel**
- Annual Budget cap: $1500
- Travel only for competing, volunteering, performing, or other reasons deemed essential
- Travel must be essential to the group’s mission
- Only fund for continental U.S. travel
- Will not fund for
  - Travel by personal or rental car if it is over 300 miles roundtrip. Per the policy set forth by JHU Risk Management, all travel over 300 miles roundtrip must be done via public transportation (i.e., plane, train, or bus)
  - Costs of repairs, in the event of an accident or malfunction
  - travel to formals

**Formal**
- Must charge a minimum price of entry to be considered for a SAC loan
- Will loan for DJs, band, or outside entertainment cost
- Will fund full cost if event is free
- Will fund for decorations that can be reused and loan for decorations that can only be used once

**Printing**
- Annual budget cap
  - Flyers: $100
  - Bound publication: $3 per copy
  - Newsprint: $2600
**Disclaimer**

**Policy Changes**
- Any and all of the above policies are subject to change given one month’s notice.
- All changes will be announced by an email from the Executive Treasurer of the SGA after the meeting at which the change was made.
- Until, and unless new funding guidelines are approved by the SAC, the guidelines from the previous year will be those that the SAC and SAC groups will follow.
- Upon approval of new funding guidelines, the SAC will begin funding under the newly approved guidelines at the following meeting.

**SAC Discretion and Conditional funding**
- While SAC guidelines describe the proper procedure for student group funding, the SAC reserves discretion to approve, deny, or table each budget and proposal on a case-by-case basis.
- The SAC may also attach conditions and requirements to any approved budget or proposal, at its discretion
  - Bankruptcy and Budget Cuts
- In the event that the SAC Contingency account becomes depleted, all of the above policies become null and void.