



Prairie View A&M University *Student Government Association* **Financial Assistance Application**

To receive funding from the Student Government Association for your event the following must be completed; an application, funding hearing, and a follow-up presentation. **All funding requests must be submitted 30 days prior to the scheduled date of an event** **Emergency and short notice requests will be at the discretion of the committee.*

Step 1: Application

The following paperwork must be completed and submitted:

- Funding Request Application (TYPED)
- Documentation/Summary of the event taking place
- Itemized/Anticipated expenses for the event/trip
- Proof of money raised

Incomplete applications will not be accepted.

Step 2: Funding Hearing

After an application has been submitted and reviewed by the Finance and Appropriations Committee a representative from your organization will be required to attend a committee meeting at which your request will be discussed and any questions may be answered.

Step 3: Follow-Up

Should an organization receive financial assistance from SGA, an Event Follow-Up Form must be presented to the SGA Comptroller within 14 days of the event. ***Failure to present the Event Follow-Up will result in a one year funding suspension from the Student Government Association.***

A follow-up presentation should include:

- A one page synopsis of the event
- Receipts from the event
- A detailed account of all expenses incurred

The organization shall also place the name of Student Government Association on all missives of the group in regards to the event as a sponsor.

**Should your organization fail to attend the event, or fulfill the program in which the funding was awarded, the Finance and Appropriations Chair should be contacted immediately. The organization is then obligated to reimburse the SGA the full amount that was awarded.*

Application for Financial Assistance

Name of Organization: _____

Date: _____

Representative Information:

Name: _____

Title: _____

Phone Number: _____

E-mail: _____

Advisor Information:

Name: _____

Title: _____

Phone Number: _____

E-mail: _____

A brief description of the event.

What will be gained from this event?

How will the event benefit the school?

Reason for requesting financial assistance?

Steps taken to defray the cost of the event?

How will the Organization benefit from the event?

Number of Participants: _____

Amount raised by Organization: _____

Amount Requested from the SGA: _____

Attach a typed Expense Request Form:

