SAC FUNDING POLICY

1. **Types of Funding for SCC Groups.**
   a. **All clubs are expected to request funds via CAEB first** (funding policy for CAEB is on Page 35 of the SAC Handbook). Non-club groups of Sacramento City College may start with this process.
   b. **SCC clubs empowerment grants** in the amount of $800, with the total number of grants to be funded each year be determined at the beginning of the fiscal year by the Student Senate.
   c. **Any Sacramento City College organization, club or group** may request up to $2000 once a term year (Fall/Spring) <u>without matching funds</u>, with the total number of grants to be funded each year be determined at the beginning of the fiscal year by the Student Senate.
   d. **Matching Funds**
   After the up to $2000 yearly grant has been bestowed (or if the maximum number of grants have been given) for the term (Fall, Spring), an organization, club, or group may also request matching funds, where by the requester must contribute at least as much as is being requested. A non-club group may start with the Matching Funds request. The SAC has the decision to choose up to the requested amount.
      i. If any <u>unmatched</u> funds have already been given by the Student Senate in the same term year, those funds are to be excluded from the amount to be considered for matching funds.
   Example: If a group requests $100.00, SAC will consider funding up to the amount requested, only if the requester can demonstrate that they have already raised $100.00.

2. **Advisor required on student projects -** student activities MUST have an assigned advisor. The advisor is to be an administrator, faculty or staff of SCC.

3. **Written proposal & reports**
   a. Funding proposal must be submitted using the Funding Request Form. Include an itemized budget (including revenue and expenditure projections).
   b. The proposal should include anticipated outcomes and benefits to the students and school.
   c. Funding recipients must present a written and verbal report to the Student Senate no later than the second senate board meeting after use of funds.

4. **Request Timeline**
   It is necessary to have time to evaluate the proposal and, if approved, to allocate the funds. Allocation prior to the project starting date will not be guaranteed
   a. Applications for <u>matching funds</u> must be submitted in the semester before funds are needed.
   b. Funding requests must be submitted by November 18th for fall processing, and April 18th for spring processing. These are the deadline dates for the matching funds requests
   c. Funding proposals must be submitted at least 30 days before the funds are required.

5. **Unused Funds**
   Any funds granted that are unused for the applied activity in a term year (Fall/ Spring), must be returned by the end of the term in which they were requested, and all future funding requests (in future semesters/years) will be denied until unspent funds are returned.

6. **Reimbursement**
   No funding requests will be considered by the SAC for completed projects.

7. **One Request per Academic Year**
   The Student Senate will approve no more than one of each funding type request per group, per academic year.
   Per Student Senate Bylaws, Article XI. Finance Code, Section 1. Revised 191002