

# Applying for Student Government Funding

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*President Pro-Tempore of the Marshall University Student Senate*

# Responsibilities

## **You will...**

- Ensure that your funding request abides by our regulations.
- Collect all documents necessary for the funding application.
- Be present at all Senate meetings pertinent to your organization.

## **I will...**

- Assist you with your funding application, if necessary.
- Process your application expeditiously.
- Ensure that your funding bill is given a fair opportunity in Senate

# What does our Student Government Association fund?

- Activities which are deemed:
  - Educational
  - Team-building
  - Group recruitment
  - Group retention
  - Philanthropic
- Any activity funded by SGA must fulfill at least one of these requirements

# What does our Student Government Association not fund?

- Activities that:
  - Violate federal, state or municipal law
  - Do not reflect educational, philanthropic, team-building, or group retention/recruitment principles
- Also, certain items will also not be funded:
  - Prepared food
    - Please note that groceries are **not** considered prepared food
  - Dues, national maintenance fees, insurance paid to national headquarters
  - Capital improvements

# Additional Financial Regulations

- Maximum funding for fall: \$500.00
  - Funding bills are capped at **40 approved bills** in the fall
- Maximum funding for spring, if also approved in the fall: \$250.00
- Groups who solicit funding from SGA must be recognized by Marshall University

# The Application

<http://www.marshall.edu/sga2011/sga-funding/funding-application/>

7/1/2016

## Student Government Association

Home What is SGA? Student Senate ▾ Meet the Executives ▾ SGA Funding ▾ Get Involved! ▾ Homecoming

### Funding Application

**Funding applications for the 2016-2017 school year are currently being accepted.**

[Click here](#) for an example of the funding application and all required forms.

Please read this document before applying for funding: [Applying for Student Government Funding](#).

#### SGA Funding Application

Name of Organization \*

Person of Contact \*

Phone Number \*

# The Application

- Before you apply, please make sure you have the following documents:
  - An itemized budget of the **items you are requesting funding** (please do not include the budget of your entire event)
  - A **current roster**
  - A signed **W-9**
  - An **IRS letter verifying your Federal Employer Identification Number (FEIN)**

**NO APPLICATION WILL BE PROCESSED OR SENT TO SENATE WITHOUT THESE DOCUMENTS.**

# The Application Line-by-line

- **Line One:** Name of Organization
- **Line Two:** Person of Contact. *We prefer you put down the treasurer or the president of your organization.*
- **Line Three:** Phone Number
- **Line Four:** Email Address *Please make sure that you put down the contact information of the person listed on Line Two.*



# The Application Line-by-line

- **Line Five:** Please briefly describe what you are asking SGA to fund:
- *Tips for Line Five:*
  - *Write succinct, concise statements about your event*
  - *Include the importance of the event you are asking us to fund*
  - *Do not summarize your organization's general purpose unless it is essential to the understanding of your budget*
  - *If not immediately apparent, please state how this event abides by our funding regulations (philanthropic, educational, etc.)*

# The Application Line-by-Line

- **Line Six:** Please check if your organization has received funding in the past. *Check if you have received funding within the past two years.*
- **Line Seven:** If you checked the previous checkbox, please provide the most recent semester of funding: *Provide the information if you have received within the past two years.*
- **Line Eight:** Please check if your organization has filed a Final Funding Report for the most recent semester of funding.

# The Application Line-by-Line

- **Line Nine:** Please upload a current organization roster. *Insert your current roster. If possible, please specify your officers on the roster.*
- **Line Ten:** Please upload your prepared itemized budget.
- *Tips for Line Ten:*
  - *Express what you wrote in Line Five quantitatively.*
  - *List items, not events.*
    - *\$150 for our fundraiser event NO*
    - *\$150 for decorations for our fundraising event YES*
  - *Provide accurate estimates. **Remember that funding must be used on what you list in your budget. Also remember that all unused funding must be returned to SGA.***

# The Application Line-by-Line

- **Line Eleven:** Please upload a signed copy of a W-9 for your organization.

*Steps to uploading the W-9:*

1. *Download and print the W-9 form from this link:*  
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
2. *Follow the steps listed here:* [W-9: Line-by-Line](#) .
3. *Scan the first page as a PDF.*
4. *Upload the PDF onto Line Eleven of the Application.*

# The Application Line-by-Line

- **Line Twelve:** Please upload a copy of an IRS letter verifying your FEIN number.

*Steps to uploading the IRS letter:*

1. *Obtain your organization's IRS letter.*
  1. *More information can be found here: [IRS Letter](#).*
2. *Scan the first page as a PDF.*
3. *Upload the PDF onto Line Twelve of the Application.*

# The Application Line-by-Line

- **Line Thirteen:** Please agree to the following statement: I affirm that all information provided in this document is accurate to the best of my ability. Failing to provide accurate information will terminate my organization's application for Student Government Association funding.
- **Line Fourteen:** Verification
- **Line Fifteen:** Submit

# Financial Documents: W-9 and IRS Letter

- Groups must submit a **signed W-9 tax form** and an **IRS letter verifying your FEIN (Federal Employer Identification Number)** in order to be processed.

*We ask for this information because Marshall University is a subsidiary of the State of West Virginia. In allocating these funds, we must ensure that they are being spent by legitimate organizations. We verify the legitimacy of a group by using your FEIN, which you provide with the W-9 and you verify with the IRS letter.*

# W-9: Line-by-Line

- You only need page one of the W-9 document.
- You may complete this form online as long as you physically sign it at the end.
- You may submit this document as a PDF on your application.
- **Line One:** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. *Write the official name of your organization.*
- **Line Two:** Business name/disregarded entity name, if different from above. *Ignore this line.*



# W-9: Line-by-Line

- **Line Three:** Check appropriate box for federal tax classification; check only one of the following seven boxes: *Check **Other**. Write **Non-profit organization**.*
- **Line Four:** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): ***Ignore this line.***
- **Line Five:** Address (number, street, and apt. or suite no.) *List your address that is listed on your IRS letter.*
- **Line Six:** City, state, and ZIP code.
- **Line Seven:** List account number(s) here (optional): ***Ignore this line.***

# W-9: Line-by-Line

- **Do not write anything in “Requester’s Name and Address (Optional)”**
- **Part 1:** *Enter your FEIN number as listed on your IRS letter. **Do not include your personal Social Security number.***
- **Part 2:** *Agree to the perjury statement. Print off your W-9. Sign and date.*

# IRS Letter

- If you need assistance in obtaining an FEIN, please contact: 1-(800)-829-4933.
- Please ensure that the FEIN listed on your W-9 is exactly the same as what is listed on your IRS letter.

IRS DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

Date of this notice:

Employer Identification Number:

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

If your organization does not have an EIN you may request one at this number.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN . This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, *Tax Exempt Status for Your Organization*, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, or Form 1024, *Application for Recognition of Exemption Under Section 501(a)*. Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service  
PO Box 12192  
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual

# After Submitting Your Application

- After submitting the application, you should receive an email confirming your application submission.
- If there are any discrepancies or ambiguity, I will contact you so that I can prepare your bill as accurately as possible.
- **Reminder: Submitting an application does not guarantee approval.**

# After Receiving Your W-9 and IRS Letter

- If and only if you have completed all requirements, I will create a bill for your organization using the information you provided me in the funding application.
- After assigning your organization a bill number, I will place your bill on the agenda for the next available meeting.
- At that meeting, your bill will undergo its “First Reading”. From there, it will most likely be sent to the Finance Committee for further review. **You do not need to be present for your bill’s “First Reading”.**

# The Finance Committee

- After your bill is moved to the Finance Committee, you will be contacted by our Senate Treasurer, Eli Dudit.
- It is up to the Treasurer's discretion for when your bill will be heard.
- When the treasurer contacts you and assigns you a date to appear, please come prepared at that time. **Most, if not all, Finance Committee meetings are held on Tuesdays at 3:15PM in the SGA office. You must have a representative present at this meeting. Failure to appear three times is an immediate disqualifier for SGA funding.**

# The Finance Committee

- At the Finance Committee, you will be asked to present your bill to the committee. The members of the committee only have copies of your bill, not your application, so please be sure to thoroughly explain your funding request.
- Members of the committee may ask you questions about your organization and your funding request. Please be prepared to answer questions from them.
- Members of the committee may also amend your bill.

# The Finance Committee

- After your bill is debated, the Finance Committee will deliberate on your bill. You may be asked to leave the room while it is being deliberated.
- During deliberation, the members of the committee will privately debate your bill. They will take into account the worthiness of your application as it applies to our financial regulations. They may also further amend your bill.
- At the end of deliberation, they will either approve, deny or table (delay) your bill. The treasurer will inform you of the status of your bill.



# Third Reading

- If your bill is approved by the Finance Committee, it will then be moved to the regular Senate. **All Senate meetings are held at 4:00PM on Tuesday immediately after the Finance Committee meeting.** While you are not required to be there, coming to this meeting will increase your chances of it being approved.
- Your bill will be debated under “Old Business.” Debate in this meeting will be very similar to the Finance Committee. You will present your bill to the main Senate, and you may expect a question or two. Your bill will then be approved, denied or tabled.

# Being Approved

- If the Senate approves your bill, your bill will then need to be signed by the:
  - President Pro-Tempore
  - Student Body President
- The Student Body President has the right to veto your bill. If it is vetoed, it is automatically sent back to Senate. **A two-thirds majority is required to override a presidential veto.**

# After Being Approved

- I will submit an invoice to our secretary, Carleen. From there, she will send it to the appropriate offices.
- The average time between approval and receiving the check is 1 month.
  - If this is your first time receiving SGA funding, your check may be delayed.
- Please contact me if you have not received your check within 1 month.

# Picking Up Your Check

- When your check arrives, I will notify you by email.
- Your check will be held in the Student Affairs office in the Student Center. I do not have your check.
- When you arrive, ask to see Carleen O'Neill. State that you are there to pick up a check for your organization.
- She will ask for your Marshall ID card to verify your information.
- Sign the receipt form.
- She will then give you your check.

# Final Funding Report

- Please submit a Final Funding Report (FFR) by the end of the semester for your funding bill. **Failure to submit an FER may subject your organization to being suspended from further SGA funding consideration. Misappropriating SGA funds also subjects your organization to this suspension.**

# Contact: Student Government Officials

- Senate President Pro-Tempore: Alex O'Donnell
  - [odonnell18@live.marshall.edu](mailto:odonnell18@live.marshall.edu)
- Treasurer: Eli Dudit
  - [dudit@live.marshall.edu](mailto:dudit@live.marshall.edu)
- Student Body President: Matt Jarvis
  - [jarvis96@live.marshall.edu](mailto:jarvis96@live.marshall.edu)

# Contact: Student Affairs Officials

- Senate Advisor: Michelle Barbour
  - [Michelle.Barbour@marshall.edu](mailto:Michelle.Barbour@marshall.edu)
- Assistant Dean of Student Affairs: Matt James
  - [Matt.james@marshall.edu](mailto:Matt.james@marshall.edu)
- Vice President for Student Affairs: Cedric Gathings
  - [gathings@marshall.edu](mailto:gathings@marshall.edu)