

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/>

Funding Application

We are accepting Fall 2015 funding applications at this time.

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

SGA Funding Application

Name of Organization *

Person of Contact *

Phone Number *

E-Mail Address *

Please provide a brief description of the

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 provide a brief description of the event/items that your organization requests Student Government Association provide allocation for.
- *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 is requesting Student Government Association funds for travel expense.
- **Line Seven:** If the above is checked, please list all individuals who will be operating a motor vehicle.

You may skip Lines Six and Seven, even if you are applying for travel expenses.

The Application Line-by-Line

- **Line Eight:** Please check if your organization has received funding in the past. *Check if you have received funding within the past five years.*
- **Line Nine:** If the above is checked, please provide the most recent semester of funding. *Provide the information if you have received within the past five years.*
- **Line Ten:** Please check if your organization has filed an expenditure report for the most recent semester of funding.

The Application Line-by-Line

- **Line Eleven:** Please upload a CURRENT organization roster. *Insert your current roster. If possible, please specify your officers on the roster.*
- **Line Twelve:** Please upload your prepared itemized budget.
- *Tips for Line Twelve:*
 - *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 Thirteen:** W-9 Form (To Print) *The link is <http://www.irs.gov/pub/irs-pdf/fw9.pdf>*
- **Line Fourteen:** I agree that all of the information included in the Funding Application as well as the attached Itemized Budget is complete and accurate, and understand that failure to provide accurate information will lead to immediate dismissal of funding and possible suspension of funding in following semesters. *By checking yes, you agree to the funding regulations listed in the SGA Constitution and the SGA Senate By-laws.*
- **Submit:** *By submitting the form, you give the President Pro-Tempore and other officers access to your documents so that we can create a funding bill for you.*

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.
- **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

- I as President Pro-Tempore will review your application.
- After reviewing your application, I will send you an email confirming that I have received your application. In addition, I will remind you about your W-9 and IRS letter requirements.
- If there are any discrepancies or ambiguity, I will also 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, Matt Jarvis.
- 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. You must have a representative present at this meeting. Failure to appear three times is an immediate disqualifier for SGA funding.**
- 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 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.
- Eventually, you will receive a check.
- Please submit a Final Expenditure Report (FER) 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

- President Pro-Tempore: Alex O'Donnell
 - odonnell18@live.marshall.edu
- Treasurer: Matt Jarvis
 - jarvis96@live.marshall.edu
- Assistant Dean of Student Affairs/Advisor: Matt James
 - Matt.james@marshall.edu
- Interim Dean of Student Affairs: Carla Lapelle
 - lapelle@marshall.edu