



**FUNDING ELIGIBILITY AND CONDITIONS**  
**STUDENT ORGANIZATION FUNDING COMMITTEE**  
**UNIVERSITY OF MICHIGAN - CENTRAL STUDENT GOVERNMENT**

*Effective 2020-03-16*

## **INTRODUCTION**

The *Student Organization Funding Committee* (herein referred to as SOFC, we, and us), a legislative committee of the University of Michigan Central Student Government (CSG), facilitates the allocation of financial assistance for student organizations on the U-M Ann Arbor campus during the fall and winter academic semesters. Funding is awarded via a rigorous application and review process distributed across nine (9) separate funding waves each semester.

Applications are reviewed independently by the membership of the application-only student committee through an extensive overview, proposal, deliberation, and voting procedure. Once final decisions are confirmed, student organizations are contacted and allowed up to three (3) weeks to submit acceptable documentation of payment for all items funded in the award summary. At this point, approved documentation enables the transfer of the funding award via a student organization's Student Organization Account Service (SOAS) account. Further details can be found in SOFC's [Proof of Payment policy](#).

The following sections explicitly detail SOFC's eligibility requirements and criteria for fundable expenses.

## **NOTICE ON COVID-19**

The rapidly evolving COVID-19 situation has dramatically affected campus life. As such, we expect that many student organizations will be modifying or cancelling their events and functions for the remainder of the winter semester. At this time, SOFC intends to maintain our Winter 2020 funding schedule, including Waves 7, 8, and 9. However, given the extenuating circumstances this presents, we are evaluating our policies to better serve you during this difficult time. Changes related to the Funding Criteria can be found at the end of this document. Office hours remain available at the same times via Google Meet. Please email [csdfunding@umich.edu](mailto:csdfunding@umich.edu) or schedule a 10-minute [office hour](#) slot if you have any questions or concerns about funding for the remainder of the Winter 2020 semester.

## **ELIGIBILITY FOR FUNDING**

To be considered *eligible* to submit an application for funding, every criterion listed below must be fulfilled. SOFC cannot permit exceptions to these requirements for any reason. We may, however, be able to provide a non-eligible student group with guidance on fulfilling unsatisfied criteria to become eligible for future funding. These criteria must be fulfilled in full prior to submitting a funding application.

1. Active, chartered U-M Ann Arbor student organization with SOAS project or grant code (U-XXX-XXX or C-XXX-XXX)



2. Not presently considered or affiliated with any U-M fee-generating unit; i.e. cannot regularly receive funding from official U-M budgetary source
3. Open membership to all interested parties with or without application/audition requirement; cannot explicitly limit membership based on predetermined affiliations or otherwise restrict accessibility to U-M Ann Arbor campus community
4. Free from any pending litigation or disputes presented by U-M Student Legal Services, U-M Police, or outside parties

## **FUNDABLE EXPENSE CRITERIA**

SOFC is obligated per the CSG Compiled Code to offer student organizations the opportunity to apply for financial support to cover an extensive range of expenses. However, certain restrictions are in place to prevent improper use of University funds, including but not limited to assuming political or religious positions, enabling profits, supporting student salaries, and contributing to private scholarships or endowments.

All applicable criteria are outlined below. Additional details are provided where necessary.

### **SOFC places the following conditions on student organization applicants:**

1. Organizations wishing to claim more than \$1,000 from SOFC in a single semester must fulfill the Bystander Intervention Training requirement. In order to fulfill this requirement, the sole authorized signer or not fewer than two of that organization's authorized signers must participate in a CSG-approved Bystander Intervention Training. Organizations may be exempted from this requirement by a simple majority vote of SOFC leadership. The fulfillment of this requirement applies to awards for that organization for the remainder of that year
2. Organizations applying for funding for an on-campus event with food must affirm to SOFC before receipt of their award that all provided disposable plates, cups, and utensils are compostable, that they will contact the University's Office of Campus Sustainability (OCS) for guidance on composting at their event at least one week before the event, that the organization will deliver any compost waste created at the event to a compost drop-off location, and that they understand that SOFC will confirm with that office the required contact with OCS occurred.

### **SOFC generally restricts against funding related to the following expenses:**

1. Capital goods, defined broadly as tangible items with the capacity to remain valuable after intended use by student organization and/or deemed not integral to the event or function; e.g. costumes or props purchased for a theatrical production without providing future benefits after the production's conclusion
2. Food, beverages, or other refreshment; NOTE: food, beverages, and other refreshments may be deemed integral, and thereby fundable, to an event by the SOFC committee if explicitly presented as educational or cultural in the application
3. Clothing, including but not limited to t-shirts, sweatshirts, jackets, ballcaps, etc.



4. Advertisements placed in U-M or external newspaper publications
5. Club sport fees charged directly by U-M Athletic or Recreational Sports
6. Hotel, gasoline, or airfare costs for students traveling from campus
7. Misleading or falsified applications

## **APPLICATION REVIEW CONSIDERATIONS**

In addition to the requirements and limitations above, the SOFC committee considers the following for every application. The written funding application affords student organizations the opportunity to expand on these topics.

1. Number and type of participants involved in planning and executing event
2. Number and type of students affected or benefited by event
  - a. Degree of direct and indirect benefits
3. Environmental impact of event, including efforts to reduce waste, energy consumption, and resources intensity
4. Holistic impact on campus and target community
5. Unique nature of event
6. Scope, scale, and timeline of event design and execution
7. Any efforts to obtain funding/sponsorship from other sources
8. Previous SOFC funding activity
9. Financial integrity of organization in recent semesters
10. Demonstrated need for funding to enable event
11. Completeness, accuracy, and effort in funding application

## **POLICY CHANGES FOR WINTER 2020 (WAVES 6-9) ONLY**

### **Applying for Repeat Expenses in Subsequent Waves**

Student organizations **MAY** reapply in a later wave (7, 8, 9) for expenses receiving partial or no funding in an earlier wave. For example, an organization receiving \$500 in Wave 6 towards a \$1,000 speaker fee can submit an additional application in Wave 7, 8, or 9 for the balance of that expense, in this case \$500. However, items explicitly restricted against in the original award notice cannot be reapplied for in a later wave. Restrictions must be appealed within two (2) days of the award notice via the form available on the SOFC website. Should a restriction be lifted via appeal and the expense still hold a balance not funded by SOFC, that balance can then be reapplied for in a subsequent funding wave.

### **Claiming Funds for Non-Refundable Expenses Related to Cancelled Events**

Given the extenuating circumstances presented by the COVID-19 pandemic, many student organizations faced the difficult decision to cancel their remaining events scheduled for the winter semester. In cases where expenses related to a cancelled event were already paid for and cannot be refunded, SOFC will reimburse these expenses with valid documentation according to our [Proof of Payment](#) guidelines. This policy change applies only to expenses that are “non-refundable” and have



already been incurred. Without valid receipt documentation, we cannot reimburse expenses related to cancelled events.

### **Using Awarded Funds for Expenses Not Applied for in Original Application**

SOFC cannot reimburse student organizations for expenses not explicitly outlined in the “Individual Expenses” section of the SOFC Funding Application. This is consistent with the policy prior to the COVID-19 outbreak. However, organizations are encouraged to apply in Waves 7, 8, and 9 and can use these funding waves to apply for expenses not outlined in earlier waves this semester. Any funds not claimed with valid receipts by the respective deadline (consolidated to April 22nd for Waves 7, 8, and 9) will be subject to forfeiture per the Proof of Payment policy.

### **Questions About COVID-19 Policy Changes and Implications for Funding**

Questions about this temporary modification to the funding criteria or how the situation affects funding opportunities should be addressed to [csgfunding@umich.edu](mailto:csgfunding@umich.edu) or discussed with a SOFC representative in [office hours](#).