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**UNC ASG Budget and Finance Committee**  
**Standing rules for Grant Applications**  
**2021-2022 Academic Year**

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**1. Grant Request Amounts**

- Organizations are encouraged to seek funding from outside sources in addition to applying to ASG in order to better supplement the full amount.
- Grant requests may not exceed \$150.00 without prior approval from the Committee on Budget and Finance and the Council of Student Body Presidents.

**2. Uncompensated Expenses**

- Funding will not be provided for anything sold to students.
- Only one grant request shall be allowed per project, regardless of how much funding that project has received from prior requests.
- Each organization may only receive a total funding of \$300 throughout a single fiscal year
- Grant funds may only be used in the fiscal year in which they are appropriated (i.e. within the same period between 1 July and 30 June).
- Grant funds shall not be spent for any purpose which violates UNC System policy or state or federal law.

**3. Reporting and Receiving Disbursements**

- Actual proofs of purchase (e.g. receipts or invoices) must be provided to receive funding. Receipts are due at latest one (1) month following expenditures.
- If receiving reimbursement, only actual expenditures will be reimbursed, up to the amount approved by the committee.
- If receiving pre-event payment, unspent money must be returned to the committee as determined by post-event receipts.
- Failure to return unspent funds or provide receipts as established here will result in permanent ineligibility for future funding from ASG.
- Advertisements and banners for events or initiatives sponsored by ASG should include the ASG logo.
- Funding must be spent for the purpose approved by the committee. Variations in line items after approval will be adjudicated on a case-by- case basis.

#### **4. Application Date Requirements**

a. Applications must be submitted at least one (1) week prior to the Friday session of each ASG meeting to be reviewed at that meeting; if this deadline is not met, the application will be reviewed at the following meeting instead.

b. If errors are present in the application, they must be completely resolved no later than the Friday one (1) week prior to the meeting; if this deadline is not met, the application will be reviewed at the following meeting instead.