Show Me the Money!

Chapter Finance Refresher

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Agenda

- **Different Types of Funding**
  Annual Chapter Funding
  Supplemental Chapter Funding
  Grant Funding

- **How To Spend Your Fund**
  How to Get Reimbursed
  Approved and Unapproved Uses

Annual Chapter Funding

Annual Chapter Funding

- All chapters receive annual chapter funding at the beginning of the fiscal year (July 1) for chapter expenses.

- The amount of annual chapter funding allocated to a Chapter is provided based on Chapter Status (Pillar or Arch). Arch Chapters receive $500 annually and Pillar Chapters receive $250 annually.

Annual Chapter Funding – Approved Uses

Use Annual Funding to supplement events in a way that makes them more intentional and adds value. Preferred and approved uses of annual funding include:

- **Event Supplies**
  - Cups, Plates, Cutlery
  - Venue Reservations
- **Reusable Chapter Materials**
  - Chapter Banner
  - Signage for Events
- **Chapter Merchandise**
  - Business Cards
  - Koozies and other giveaways

Annual Chapter Funding – Unapproved Uses

Try not to use large percentages of your annual funding on low-impact or chapter-leader-only events. Annual Chapter Funding comes from the UGA Foundation, which does not approve of certain uses of this funding.

Unapproved uses include:

- Other non-profit organizations*
- Gift cards*
- Alcoholic beverages
- Food at chapter board meetings
- Gifts for all event attendees
- Cost-to-participate events exceeding $10/person
- Guest Speakers
    - While we encourage guest speakers, they must be willing to donate their time

We cannot reimburse you for these expenses under any circumstances

Supplemental Chapter Funding

Annual Chapter Funding
Supplemental Annual Chapter Funding

- Supplemental annual chapter funding is designed to extend the reach of original chapter funding. If a chapter spends all its Annual Chapter Funding before the end of the fiscal year, the chapter may request more through the [Supplemental Annual Chapter Funding Application online](#).

- Applications are accepted throughout the year will be approved, modified, or denied by Alumni Association staff.

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Grant Funding

Grant Funding

- **Grant funding** is available to Arch chapters when the cost of an event will exceed the chapter's remaining annual chapter funding. Arch chapters may submit 1 grant request per year per. Arch Chapters with an active local scholarship fund will be allowed to submit up to 2 grant requests per year. There is a maximum cap of $10,000 per year for grant requests per Arch chapter.

- You can access the Grant Funding Application through the Chapter Leader Resources page, or by clicking here: https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_0p7YBUYS4ZWuMRf

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Grant Funding Program

- All grant requests MUST include:
  - a detailed description of the event
  - estimated number of attendees
  - an estimate for total requested funding
  - how the money is going to be used
  - how at least half of that money will be recouped

    Registration fees, sponsorships and gifts-in-kind will be used to help offset the cost of grant funded events
  - any and all contracts, invoices, or supporting documents

Grant Funded Program

Give yourself time:
- Grants can take several days to approve, plan accordingly
- When working with third party companies it is important to plan for delays

Provide detail:
- When filling out the grant request it is important to give as much detail as possible
- Provide all contracts, invoices, and w-9's that need to be signed in the grant request (remember, you should never sign a contract!)
- Provide a realistic estimation of the number of people you hope to have at the event

Have a marketing strategy:
- What marketing tools will the chapter use to effectively market this event?
- It takes more than an evite!
- Don't be afraid of personal outreach

Have an event execution strategy:
- Decide far in advance what board members will work the event
- Create and assign specific jobs for the event to board members before the week of the event
- Assess and determine what additional staff support/resources you need and communicate those needs in advance

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Grant Funding Program
Important Information

- Grant funding applications are reviewed by the Alumni Association staff and submitted to the Alumni Association administration for review and approval. All requests over $2,500 are reviewed by the Chapters Committee of the Alumni Association Board. All requests over $5,000 will require proven event success from the previous year and the event must support the engagement of 100+ alumni in the chapter region.

- It is important to note that if 50% of the grant request is not made back in revenue, the Chapter may lose its ability to request future grants for the remaining calendar year.

How to Spend Chapter Funds

Chapter Funds can be used through direct payment of the vendor, or reimbursement of a chapter leader. Whenever possible, direct payment of the vendor is the preferred method of payment

Direct Payment of Vendor

Send the following items to the Alumni Association at least three weeks before the event:
• Invoice
• W-9 from Vendor
• List of Attendees

Reimbursement of a Chapter Leader

Send the following items to the Alumni Association at the conclusion of the event:
• Signed copy of the receipt
• W-9
• Honorarium
• List of Attendees
• Program/Agenda for the event