



# Supplemental Funding Policy

**Date Established: April 24, 2024**

**Date Last Updated:**

**Category: Finance**

Each academic year clubs have an opportunity to apply for Supplemental Funding. There shall be two periods when clubs may apply for Supplemental Funding: one in the fall semester, and one in the spring semester. The dates when applications for supplemental funding become available each semester shall be determined by the Treasurer. Supplemental funding will be awarded on a first come first serve basis to those clubs that meet the stated criteria described throughout this policy until the relevant supplemental funding budget line(s) have been exhausted. To be eligible for supplemental funding the clubs must:

1. Be recognized by the Student Association, and
2. Submit a fully completed Supplemental Funding Request Form through SA's webpage.

Supplemental Funding Request forms are reviewed and approved by the SA Treasurer as per SA's By-Laws and the criteria set forth in this Supplemental Funding Policy.

## Use of Supplemental Funding

Any funds allocated to a club through supplemental funding must be used only for the purpose outlined on the application submitted, and proof of this may be requested by SA from time to time. SA reserves the right to take back any funds that the club did not use on the stated purpose if:

1. The event was cancelled;
2. The club did not spend the entire amount; or
3. The club used the money on something that was not listed in the application.

Fines and other penalties may be applied to a club that uses supplemental funding money for anything other than the event that they applied for. Penalties may include de-recognition.

**Supplemental Funding money does not count as fundraising and is NOT eligible for rollover.**

## Types of Supplemental Funding

Supplemental Funding is broken into three different types of requests by SA: Travel/Conferences, Events, and Equipment. Clubs may not receive more than \$8,000 in supplemental funding per academic year total. Each type of request follows the rules as outlined below.

The SA budget shall contain an amount for each of the 3 stated types of supplemental funding. The amount for each type shall then be evenly divided for fall and spring semester distribution at the beginning of each fiscal year. If there are funds remaining in any of the fall semester supplemental funding lines, that amount shall roll over to the spring semester budget line for the same type of supplemental funding. Additional amounts may be added to any of the supplemental funding budget lines according to the Budgetary Change process described in the SA Bylaws.

### Travel/Conferences

The purpose of Travel/Conferences supplemental funding is to aid SA clubs travel and/or attend conferences or competitions where the trip is related to the purpose of the club. To be approved all

travel and conferences must be concluded by June 15<sup>th</sup> annually. Travel/Conference supplemental funding may be used for the following:

1. Registration Fees for UB undergraduate students associated with the conference or competition the club is traveling to. No individual membership dues to outside organizations will be paid for by SA or through supplemental funding.
2. Lodging for undergraduate UB student travelers.
3. Transportation costs such as airfare, bus costs, train costs, vehicle rentals (must use SA's vehicle rental vendor), gas and tolls for rented or SA owned vehicles for undergraduate UB students.

The maximum amount for any Travel/Conference is up to \$1,000 per person. This can include transportation, lodging, and conference or competition entry fees. Travel/Conference Supplement Funding will not be approved for:

1. Sending less than 2 club members.
2. Travel that is prohibited by UB, SA, local, state, or federal policy.
3. Additional travel costs not associated with traveling to and from airports, transit stations, hotels, or official event venues.
4. Any portion of travel, conference, or competition that has not gotten the required additional insurance if any portion of the travel is excluded from SA's already standing insurance policies.
5. Items already purchased or committed to prior to the funding being approved.
6. Food and related items where prohibited by SA's Travel policy.
7. Gifts, awards, or donations.

## Events

The purpose of this supplemental funding is to financially aid SA clubs in putting on events in line with the purpose of the club. Event requirements are:

1. The event is on campus or within 50 miles of UB's north campus.
2. All components of the event must primarily be planned by the SA club.
3. The event is primarily intended to be attended by UB students.
4. For on campus events that require a food permit, the food permit must be applied for before the supplemental funding is applied for.

Event supplemental funding may be approved for the following:

1. Space and Equipment Rental where reasonably adequate space or equipment is not available for free through UB or SA.
2. Program Supplies if all supplies are disposable and used solely for the event.
3. Other Expenses not listed above that are not otherwise prohibited in this supplemental funding policy or applicable SUNY policy.

Supplemental funding for events will not be approved for:

1. Payments associated with bringing a speaker or performer, which includes but is not limited to their fee, travel costs and accommodations.
2. Items already purchased or committed to prior to the funding being approved.
3. Gifts, Awards, and Donations.
4. Any portion of the event that has not gotten the required additional insurance if any portion of the event is excluded from SA's already standing insurance policies.

## Equipment

The purpose of this supplemental funding is to financially aid SA clubs with purchasing equipment that is needed to help the club fulfill its purpose or for safety reasons to perform their purpose. This supplemental funding can also aid clubs who have worn out equipment that should be retired and

replaced. No equipment supplemental funding will be approved if the club does not have or cannot afford the safety equipment that needs to be purchased to use it safely or the club has not met with SA Finance staff to discuss inventory storage or the capital equipment process and gained the necessary approvals. The supplemental funding request can be used to purchase such safety equipment.

## Applications

The Student Association has set up an application to help clubs provide as much detail and documentation concerning their request for supplemental funding as is needed for consideration for approval. It is highly suggested that clubs use the ability to upload additional documents to add quotes and estimates that support their application's requested dollar amount. SA also suggests that clubs put in their applications as early as possible to allow for appropriate review and approval time, time for approved monies to be transferred into the club's budget and time for the fund requests in SAFE to become PO Ready.

Supplemental funding requests will be reviewed and considered in the order they are received. Additional information may be requested from the club depending on what is being requested if necessary to determine whether the proposed request is permitted under this policy, whether the amount requested is reasonable for the proposed expenditure, whether the expenditure is reasonably safe, and/or whether the proposed activity is covered by SA's insurance. Clubs will be given a maximum of 5 business days to prepare and submit the requested additional information. Any clubs who are requested for additional information will be pulled out of the order and will not be considered until additional information has been received. If a club is asked to submit additional information, the date upon which the club submits that additional information shall be considered the date upon which the club submitted the request when determining the order of club submissions.

All funding decisions of clubs are made in a viewpoint neutral manner. Consistent with the mandates of SA's By-Laws, SA is strictly prohibited from considering the viewpoint(s) held and/or expressed by any club, its officers, or its members when making supplemental funding determinations.

The relevant portion of an application will not be approved if:

1. The application is not complete;
2. The club did not submit the requested additional documentation within the deadline for submission;
3. The relevant goods, items, activities, events, travel or supplemental funding would violate any SA, SUNY or UB policy, or violate any applicable law, or cause the club to violate any policy(ies) or laws if granted;
4. The request is not for the current academic year (Please see Travel/Conference on how this will affect summer conferences and travel);
5. The event, activity, meeting, or equipment is or is needed within four weeks of the application submission;
6. It is for late fees or for events, activities, or meetings that have already happened;
7. The club has violated SA financial policies while using supplemental funding or have been found to have committed 2 or more policy violations within the current academic year;
8. The request is for multiple events, conferences, or travel dates on one request;
9. The proposed use of funds is not reasonably safe or not covered by SA's existing insurance policies; or
10. Reasonably equivalent goods or services can be provided by another vendor at a lower price.

Clubs who apply for supplemental funding will receive an email informing them of the decision.

## Access to Approved Supplemental Funding Monies

Once approved it may take up to three weeks for a club to receive into their budget any supplemental funding monies that have been approved. Approved clubs will receive an email detailing what has been approved in their application with an estimated time frame on when they can expect the money to be available in their budget line. All SA policies must also be followed while using supplemental funding monies including gaining approval through the SAFE system before money is spent or committed to.

## Appeals

Clubs may appeal funding determinations within 10 days of when the club is informed of the determination by email. SA shall provide notice of the determination to the President and/or Treasurer of the club (as listed on SA's records). During the UB spring and fall semesters, any appeals related to club funding shall be handled by the Senate. During winter and summer sessions, appeals related to club funding shall be handled by the Executive Committee. Any appeals made by clubs may only be based on procedural error, inaccurate application of the criteria set forth under applicable policy or math pertaining to the relevant club, or violation of law. A club may only appeal its own budget, not that of any other club. Appeals shall be decided within 45 days of when they are submitted. The Executive Committee may decide any such appeal following the last day of classes of the spring semester, if the Senate has not rendered a decision on it. If a club is successful in its appeal, that shall not result in a reduction in the funding of any other club.