

SATRI Grants Policies and Procedures

Posted July 3, 2004

1. **Grants Committee:** The Grants Committee is a committee of the SATRI Board of Trustees. It shall be comprised of a chair, who must be a SATRI Board member, the President, the Treasurer, the Undergraduate Representative of SATRI, and a fifth member who may or may not be a Board member.
2. **SATRI grants:**
 - (a) *Purpose:* SATRI can provide grants to individual SATRI and Kappa Chapter members or to the Chapter as a whole in amounts up to \$500. These grants should further the charitable and educational purposes of SATRI and St. Anthony Hall. Examples of past use include the funding of fireside readings, music performances, literary publications, and the purchase of computer accessories and marker boards.
 - (b) *Proposal Guidelines:* A formal grant request must be submitted by a member or members of the Kappa Chapter or SATRI. A proposal may also be submitted by a member or members on behalf of the Chapter as a whole. The request should be submitted to the Chair of the grants committee. Note: It shall be up to Chapter policy to determine whether all grants should be submitted via a designated undergraduate "grants chair" or if they may be submitted by the author of the proposal. The Grants Committee recommend that there should be at all times such a designated undergraduate who is familiar with grants procedure and who is to be consulted regarding authorship of grants to ensure quality of submissions.
 - (c) *Grant content:* The request should include
 - i. A title,
 - ii. The name(s), Kappa year(s), and contact information for requestor(s),
 - iii. A brief summary of the proposal including the total dollar amount requested,
 - iv. A detailed description of the proposed use of funds which should include
 - A. total dollar amount requested and justifications for expenses that may not seem obvious to the committee [Err on the side of caution]
 - B. a good faith estimate of the time frame for expenditures and the project being funded,
 - C. a description of who will be involved and in what capacities,
 - v. An educational justification for the project explaining how the proposal would further the charitable and educational purposes of SATRI,
 - vi. A budget - a line item breakdown of costs, including the proposed source of funds if the project will not be entirely funded by SATRI.

- (d) *Procedure:* Grants can be submitted at any time, though they must precede the date of the expected expenditure by at least fifteen days and preferably they should be submitted at least a month in advance. This timeframe restriction may be waived at the discretion of the Grants Chair, though requestors should bear in mind that NOT ALL GRANTS WILL BE FUNDED and time their submissions accordingly. It shall be the responsibility of the Grants Committee Chair to procure a vote of the Committee within a reasonable period of time. A grant request will be approved with a majority vote. The Grants Committee may also vote by majority to defer the request, to request more information or revisions to the proposal, or to fund the proposal only partially.
- (e) *Disbursement:* If the Grants Committee votes to fund the proposal, the individual requestor or the Chapter is authorized to make any necessary expenditure as per the grant and up to the amount SATRI has agreed to fund. The requestor or Chapter will then be reimbursed by SATRI upon presentation of receipts and a final report, including the exact amount of the final total expenditure. Alternatively, for larger amounts, the Treasurer may be asked to pay directly for purchases. In exceptional cases, at the discretion of the Grants Chair and the SATRI Treasurer, disbursements may be paid in advance to the requestor or Chapter, but THIS SHOULD NOT BE STANDARD PRACTICE.
- (f) *Large grants:* Grants exceeding \$500 may be granted by vote of the majority of the SATRI Board. However, most grant requests in this range should be submitted to SAEF.

3. SAEF grants

- (a) *Purpose:* The Saint Anthony Educational Foundation exists to provide individual and chapter grants that exceed the means of the local graduate organizations. However, all SAEF grants must meet SATRI approval. This is primarily to ensure quality of grant requests sent to SAEF.
- (b) *Procedure:* Grant requests to SAEF should be written according to SAEF guidelines. A finalized version must be submitted to the Grants Chair, who will submit the grant to the Grants Committee and call for a vote. With a majority vote, the Grants Committee may authorize the requestor to submit the grant request to SAEF and authorize the President of SATRI to endorse the grant to SAEF on its behalf. The Committee may request revisions prior to approval. The rigorous SAEF submission guidelines should be taken into consideration!!
- (c) *Disbursement:* If SAEF approves the grant request, all funds are to be disbursed to SATRI, from there to be disbursed to the requestor as for SATRI grants.