

Seminole Clubs and Chapters Grant Process FY24

Each Club or Chapter can request a maximum of **\$500.00** per fiscal year to use for allowable event expenses.

Requirements to qualify for Grant Assistance:

- Must have added Marcus Nicolas, Alumni-scfinancials@fsu.edu, to bank accounts.
- Required Annual Documents (Officer Slate, Code of Ethics & Social Media form) must be on file. Those should be sent to the club's point of contact.
- Grant assistance requests must be made at least 4-weeks prior to the event.

Types of events that qualify for Grant Assistance:

- “Welcome to the City”
- Network/Career focused events
- FSU Admissions-Partnered Events
 - Seminole Send-Off
 - Admissions Reception
- FSU Speaker Events

Don't see your event listed? Contact Tennesley Harris, tdharris@fsu.edu, for clarification prior to submitting your request

Types of allowable expenses

Allowable Expenses	Non-Allowable Expenses
Venue Costs	Scholarships
Catering Costs	General Operation Needs
Décor (florals, table tents, centerpieces, balloons, etc.)	Club/University Merchandise

Process

- Clubs and Chapters will send in a grant request via [Qualtrics](#).
- After the submission, Clubs and Chapters will be notified whether their request is approved or denied.
 - Tennesley Harris will email Clubs and Chapters informing them of their grant approval and the amount to be received.
- Once notified by Tennesley Harris, Clubs and Chapters are allowed to purchase their requested item(s).
- In order to be reimbursed, Clubs and Chapters must email Tennesley Harris itemized receipts. Itemized receipts must be provided to Tennesley within 2 weeks of the purchase date.