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 Tennessley Harris, tdharris@fsu.edu, for clarification prior to submitting your request.

Types of allowable expenses

<table>
<thead>
<tr>
<th>Allowable Expenses</th>
<th>Non-Allowable Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue Costs</td>
<td>Scholarships</td>
</tr>
<tr>
<td>Catering Costs</td>
<td>General Operation Needs</td>
</tr>
<tr>
<td>Décor (florals, table tents, centerpieces, balloons, etc.)</td>
<td>Club/University Merchandisce</td>
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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.
  - Tennessley Harris will email Clubs and Chapters informing them of their grant approval and the amount to be received.
- Once notified by Tennessley Harris, Clubs and Chapters are allowed to purchase their requested item(s).
- In order to be reimbursed, Clubs and Chapters must email Tennessley Harris itemized receipts. Itemized receipts must be provided to Tennessley within 2 weeks of the purchase date.