

UMD Student Government Association Student Organization Grants Process

Fall 2026

Overview

If you have any questions concerning the application/interview process, please email umdsga@d.umn.edu with the subject line: "Fall 2026 SOG [YOUR ORGANIZATION NAME]"

Read carefully through all of the following guidelines so that you are well-prepared and have the best chance of receiving the grant your organization is requesting. Read carefully, as negligence may jeopardize your opportunity for funding.

Applications will close on Sunday, September 20th at 11:55PM. **Late applications will not be accepted.** You will apply via Bulldog Connect Survey: <https://cglink.me/2xo/s302>

AFTER submitting your application please sign up for an interview time on the [Fall 2026 SOG Sign Up Sheet](#). The earlier your application is turned in, the better choices of times you will have.

To be eligible for funding and receive your deposit, all organizations must:

- Complete their annual organization registration through Bulldog Connect.
- Have two members of your organization complete the annual student organization leader training.
- Ensure access to your bank account.
 - Please **do not ask for the status** of your deposit until you are notified by the current Financial Officer.

Interview Dates

Tuesday (9/22/26) and Wednesday (9/23/26), 8:00 AM - 8:00 PM. Please refer to the sign-up sheet to view which interviews will be held in which rooms.

Locations:

- St. Louis River Room (KSC 351) and Gichigami room (KSC 355-357)
 - The St. Louis River and Gichigami rooms is located on the 3rd Floor of Kirby. Close to the main entrance to the Ballroom, go down the long hallway right after the men's bathroom. Look for the room titled "St. Louis River Room." and "Gichigami room"
- Split Rock room (RDC 301) and Gooseberry Falls room (RDC 335)
 - Located next to the Superior Dining Center

Application Guidelines and Policies

- 1) Grants are awarded to student groups and registered organizations, which do NOT already receive Student Service Fees and will promote the growth and development of UMD Students.
- 2) If your organization has already applied and received funding from the previous round of SOG, you are ineligible to request the following round. For instance, if you applied and received funds in the Fall semester, you are not eligible to request in the Spring semester, and vice versa.
- 3) Partisan political organizations, those affiliated with a registered political party or which formed for the purpose of supporting a political party, are not eligible for the student organization grants.
- 4) Throughout this process, do not abbreviate your organization's name or change it.
- 5) Each organization MUST have a submitted application and finalized budget form in order to be considered for funding. Only one application per group will be accepted.
 - a) Once the application and budget form have been submitted, no changes or alterations will be allowed. Any additional requests or changes to the budget form will be denied.
 - b) The finalized budget form should encapsulate your organization's request for the entire academic year (Fall and Spring).
- 6) Applications must be submitted through Bulldog Connect. No other version of applications will be accepted. Any applications submitted past the due date will be denied.
- 7) The representative(s) of the organization must appear before the members of the Student Organization Grant Committee between the dates prescribed. They must be able to answer any questions the committee members may have; all pertinent information should accompany the representatives at this time.
 - a) Only members of the **current leadership** team are allowed to take part in the interview process. Refrain from inviting organization advisors, past leadership, and general members.
- 8) The Student Organization Grant Committee will evaluate the request based upon:
 - a) Accessibility to students
 - b) Fiscal responsibility
 - c) Contribution to cultural diversity
 - d) Value to the student body
 - e) Quality of services
 - f) Uniqueness of opportunities/services
- 9) Any equipment or organization merchandise that is considered a uniform purchased with allocated funds must remain the property of the organization/University and must be kept on campus.
- 10) A final decision on the request will be made by the Student Organization Grant Committee. The decision will either be:
 - a) The request may be determined to be inappropriate, in which case no funds will be allocated.
 - b) All or part of the request may be granted.
- 11) If you are a Campus Life Program or Registered Student Organization affiliated with the School of Pharmacy or School of Medicine on the Duluth campus, only a percentage of total allocated Student Organization Grant funds will be available for said organizations coinciding with the percentage of graduate students who pay student service fees.

- 12) The Student Organization Grants shall not be used to fund courses or activities for which academic credit is offered within a department, where credit is the primary focus of the course.
- 13) Receipts for all transactions made by the organization must be presented to the Student Organization Grant Committee at the time of the interview.
- 14) If needed, checks must be picked up within two weeks of notice by the current Financial Officer, and cashed by the end of the semester. Failure to pick up or to cash a check will result in forfeiture of funding. You may reapply the following Student Organization Grant cycle if you forfeit the funding with prior approval from the Financial Officer with a 10% penalty for the original check amount.
- 15) The funding cannot be used for travel expenses (hotels, flights, gas, car rentals, or parking passes). However, with the exception of purchasing on-campus temporary parking permits from Transportation and Parking Services for the purpose of external caterers, speakers, etc.
- 16) The funding cannot be used for individual purposes. (Membership, exam fees, certificates, academic curriculum).
- 17) No more than 50% of allocated funds can be used towards purchasing food or beverages.
- 18) Student Organization Grant funding cannot be used to purchase gifts, incentives, or raffle prizes.
- 19) The funding cannot be used as stipends for leadership, entertainment, or hired personnel in any form (cash, check, giftcards, wired electronic transaction).
- 20) If this is your organization's first time applying or your organization has not applied within the last two academic school years. Your organization will be capped at \$500, regardless of requested amount. The maximum amount allocated to one organization will be capped at \$15,000, regardless of the request amount.
 - a) If the organization has previously received Student Service Fee funding within the past two years, the organization will not be required to adhere to first time applicant rules and can apply for up to \$15,000 for an academic year.
- 21) Funding received by a student group cannot be spent on any illicit substances such as alcohol or drugs or events containing illicit substances. In addition, The Student Government Association does not condone the use of illicit substances for a student organization-sponsored event.
- 22) If your organization is found to have used funds for the above described purposes, or any violations involving the Student Conduct Code, you will be ineligible to receive finances from Student Organization Grant Committee for one year.
- 23) If the organization is found to have given false information at any point during the process, the organization may be, but not limited to, suspension for up to one academic year of Student Organization Grant rounds.
- 24) Emergency Student Organization Grant funding is only eligible if you received SOG in that semester of the emergency request. These funds are only allocated if an unprecedented circumstance arises which is decided and approved by the UMD SGA Congress by a passing $\frac{2}{3}$ majority vote. For more information, please reach out and schedule a meeting with the current Financial Officer.
- 25) The Student Organization Grant Committee has authority over the monitoring of funds granted. Violation of these guidelines and corrective actions will be decided by this committee unless specified. Corrective actions include but are not limited to: ineligibility for a given time period and/or rescission of monies. All actions and decisions of this committee are appealable to UMD Student Government Association Congress.

Interview Preparation

- 1) Please come prepared with a presentation to talk about your organization's planned or anticipated 2026-2027 activities:
 - a) What is your organization/How does it enrich the student experience on campus?
 - b) Prominent events/activities
 - c) Member enrollment/fees
 - d) Student Government Association funding money use? Was the money used for its proposed use? If not, why and for what? Can you verify your money use (receipts)?
 - e) Budget ending balance surplus/deficit?
 - f) Who managed/manages the organization's budget?
- 2) Business professional is the recommended dress code.
- 3) Interviews will not last longer than 15 minutes (unless you are requesting more than \$10,000, the interview will not last longer than 30 minutes), please be prepared. For this reason, the committee urges your organization's representatives to present for 10 minutes, leaving 5 minutes for Q/A. If you go over the allotted 10 minutes, the presentation will be cut off.
 - a) If you are requesting over \$10,000, please sign up for two back-to-back 15-minute time slots for a total of 30 minutes in order for us to properly go in depth into the budget and presentation.
- 4) Please send one member of your organization that manages the budget and one member who knows and can give a detailed description of the organization's operations. This may be the same person; however, two representatives are preferred. The SOG Committee suggests bringing one outgoing and incoming leader of the organization in order to create a smooth transition process for next year's leadership.
- 5) *Receipts: Groups who received funding in the 2025-2026 academic year will be asked to turn in receipts to show their yearly spending at the interview.

How to Apply for Student Organization Grants

Fall 2026

Before you apply, please read through both this document and our processes thoroughly.

Eligibility

1. This Fall Application is available to new and existing organizations that did or did not receive funding for the 2025-2026 school year.
2. This Fall Application is available to new and existing organizations that did NOT receive funding from the previous round of SOG (Spring 2026).

Budget Sheet & Application

1. BEFORE WRITING YOUR BUDGET, read and understand our policies (found on previous page) on what we can and cannot fund through SOG.
2. If you are a brand new club, we are implementing an electronic deposit system this year. In order to make sure you receive your funding sooner than later, please fill out the W9 right away and do not worry about the ACH form for now, as you cannot do it until you receive a Supplier Number from Jodi Nelson.
3. Save a copy of the [budget template](#) to either your Google Drive or download it to your computer and rename this template as: "Fall 2026 SOG Budget [YOUR ORGANIZATION NAME]".
 - a. Fill out your Income and Expenses that you are planning for in the entire academic year. Make sure you do NOT include the amount you are requesting in your income section. Enter all of your numbers as positive numbers in the spreadsheet!
 - b. Make sure that you include all incoming revenues your organization receives (except for the SOG requested).
4. After the budget is complete, fill out the Bulldog Connect with the corresponding questions.
 - a. Email Isaac Micheletti (miche689@d.umn.edu) and Bryan Martinez (mart6697@umn.edu) with the completed budget before selecting your interview time.

Interview

1. Once the application is submitted, select a time slot for your interview on the [spreadsheet](#). Make sure you only sign up for a one-time slot on Tuesday 9/22/26, or Wednesday 9/23/26.
 - a. Please be mindful of which room the meeting will be held
 - b. If you are requesting more than \$10,000, please sign up for two-time slots.

W9 Walkthrough

If you do not know how to fill out a W9 form for your student organization, follow these steps:

1. [1] The name on the W9 should be the name of your student organization (spelled EXACTLY the same as it is on your EIN documentation). Write it here.
2. [3] Underneath the federal tax classification, select “Other” and write “Student Organization.”
3. [5] The address should be the Kirby Student Center address, “1120 Kirby Drive”.
4. [6] Write “Duluth, MN 55812”.
5. [Part 1] Taxpayer Identification Number] Write your EIN in the EIN boxes, NOT the SSN boxes.
6. Sign and Date it

If your organization does not know your EIN (Employer Identification Number), contact Huntington Bank.

- a. If your organization does not have an EIN (Employer Identification Number) please reach out to where you bank.
- b. You must have a Huntington Bank account, and the Huntington Bank account name MUST match the W-9/EIN form name of your organization, which must match the current name of your organization.

ACH Walkthrough

If you do not know how to fill out the ACH form, follow these steps:

1. Fill out your Student Organization Name
2. If known, please fill in your supplier number. If not, please leave blank and continue.
 - a. Supplier number is needed to fully fill this in. This comes from Jodi Nelson once you have completed your W9 form and turned it in to her.
3. Once completed, submit on the BulldogConnect form.

Questions

If you have any questions concerning the application/interview process, please email Isaac Micheletti (miche689@d.umn.edu) and Bryan Martinez (mart6697@umn.edu) with the subject line: “Fall SOG 26 [INSERT ORG NAME HERE]”