



**The Residence Hall Association  
University of North Carolina at Chapel Hill**

## **Official Policy for External Collaboration Grants**

### **Introduction**

As part of its annual budget, the Residence Hall Association appropriates a sizeable pool of funds each semester for external collaboration grants. These grants are awarded to outside student organizations for campus programs in which the majority of beneficiaries will be on-campus residents. The purpose of these grants is to create opportunities for additional, diverse campus programs beyond those that the Residence Hall Association directly plans and executes. RHA recognizes that many innovative program ideas go unrealized due to insufficient funds and therefore wishes to do its part in further enhancing student life at Carolina.

This document contains the comprehensive policies for requesting funds from RHA, and must be read in its entirety before applying. All questions should be addressed to the RHA Executive Treasurer, whose contact information can be located at [rha.unc.edu](http://rha.unc.edu).

### **Process for External Collaboration Grant Applications**

1. Read the Official Policy for External Collaboration Grants, available under the “Request Funding” section of the RHA website ([rha.unc.edu](http://rha.unc.edu)).
2. Submit your request via the online form.
3. You will receive an e-mail confirming receipt of your grant request and its eligibility status. If your program meets the basic requirements set forth in the policy document, you will receive a scheduled date for a presentation to the RHA Collaboration Board. All sessions of the Collaboration Board take place in the FPG Student Union; the RHA Executive Treasurer will inform you of the date, time, and room location.
4. Arrange to attend your scheduled appearance before the Board. If you are unable to attend your scheduled date, you must arrange to send a proxy from your organization. All groups requesting funds from RHA must present their program to the Board. Should you or your representative fail to show up for your scheduled appointment (extenuating circumstances notwithstanding), RHA will conduct no further communication and you will forfeit your grant request.

5. You will receive one reminder e-mail the day before your scheduled presentation.
6. Present your program to the Board. Groups will have seven (7) minutes to present their presentation, followed by questions from the Board. Handouts are encouraged, though we encourage sustainability as well. If you wish to utilize PowerPoint in your presentation, please notify the RHA Executive Treasurer at least 72 hours in advance.
7. At the conclusion of your presentation, you will be asked to wait outside the boardroom while Collaboration Board deliberates. You are encouraged to remain nearby, in the event that Board requests your return for additional questions. Once the Board has reached a verdict, the Executive Treasurer will exit the boardroom and inform you of the Board's decision. All decisions by the Collaboration Board are recommendations for the RHA Board of Governors; they are not final.
8. The request and Collaboration Board recommendation will be presented by the RHA Executive Treasurer at the next session of Board of Governors, who meet on Tuesdays from 7:30pm-9:30pm in Room 3102 of the FPG Student Union. You will be notified of when this is to occur at least 96 hours in advance. You may send a representative to present before the Board of Governors in lieu of the RHA Executive Treasurer. The Board of Governors will then ask questions and deliberate. They will then issue a final decision regarding funding. The RHA Executive Treasurer will notify you of this decision.
9. The Board may, in rare circumstances, vote to table your request until the following session. If so, you will receive additional information from the RHA Executive via e-mail.
10. Should the Board decide in favor of full or partial funding for your program, you will receive a final e-mail confirming the amount of funding and outlining the process for receiving funds. All monetary processing will be handled by the RHA Executive Treasurer, as outlined below. Your organization must allow a member of the Collaboration Board to serve as a liaison in the planning process of your event, program, and/or initiative; they need not be given voting power. Presence at planning meetings is sufficient.

### **Allocation Amount and Distribution**

- A. RHA will allocate no more than \$10,000 annually toward external collaboration grants, and hears approximately 15 – 20 requests per semester. Organizations should take this information into consideration when determining the amount of their requests.
- B. Programs taking place in the Fall are only eligible for Fall semester Collaboration Grants and programs taking place in the Spring are only eligible for Spring semester External Grants. However, requests may be made during any semester, regardless of the program start date.

### **Submission Deadlines**

- A. All grant requests must be submitted online no less than a month in advance of the scheduled program date. Requests submitted later will be considered on a case-by-case basis. Note that it takes up to two weeks to process.
- B. Eligible programs will be considered on a first-come, first serve basis. Upon receipt, an organization's request will be scheduled for the next available time slot.
- C. Retroactive Funding: In the event the earliest available time slot is after the scheduled program date, the Board of Governors will still hear an organization's request (provided

- the request was submitted by the one-month deadline). Organizations will still be required to allow an RHA liaison participate in the planning process, regardless of funding decision.
- D. In the event that retroactive funding would prohibit the program's execution, the organizational representative may petition the RHA Executive Treasurer for an earlier presentation date.

### **Organizational Treasurer Requirements**

- A. Student Organizations: All student organizations must maintain an account with the Student Activities Fund Office (SAFO) in order to receive funds from RHA. Furthermore, applicants must provide the name and contact information of a SAFO recognized organizational treasurer.
- B. Departmental Affiliates: Student organizations directly affiliated with a university or academic department (e.g., Dept. of Economics, School of Public Health, Dept. of Housing) whose funds are directly managed by said department must provide the name and contact information for said department's accountant and/or finance officer.
- C. **No student organization without either a SAFO account or a departmental affiliate will be considered for funding from RHA.**

### **Procedures for Receiving Funds**

- A. In order to receive funds, the organization must allow a member of the Collaboration Board to serve as a liaison in the planning process of the event, program, and/or initiative. This liaison need not have voting power; presence at meetings is sufficient.
- B. In order to receive its allocated funds, the organization's treasurer must present receipt(s) and/or invoice(s) in an amount equal to or less than the allocated amount to the RHA Executive Treasurer. Receipts/Invoices may be e-mailed to the RHA Executive Treasurer or delivered directly to the RHA Office (Union 2504) during the Executive Treasurer's designated office hours (listed on the RHA website).
- C. Receipts/Invoices must be received no later than **two weeks** after the program.
- D. The organization treasurer should include with the receipts/invoices an itemized budget, detailing the specific items for which RHA funds were spent.
- E. RHA will not, under any circumstances, relinquish funds without first having received the proper documentation as noted in items A and B.
- F. RHA funds must be used solely for the program for which they were requested. In the event a program is cancelled or expends less than the amount allocated by RHA, RHA shall retain those funds. An organization may not utilize unused funds for other programs. If an organization wishes to obtain RHA funds for another program, it must reapply.
- G. **The Board of Governors reserves the right to stipulate specific items for which RHA funds can and can't be utilized. Failure to comply with such stipulations may result in the organization's forfeiture of all RHA funding.**

### **GUIDELINES FOR PROGRAM ELIGIBILITY**

The following are general guidelines for the types of programs RHA will consider. These

guidelines are designed to ensure all RHA-sponsored programs directly benefit on-campus residents and foster the inclusive educational and cultural environment RHA aims to promote. Uncertainty regarding these guidelines should be addressed to the RHA Executive Treasurer.

### **Direct Benefit to Residents**

The primary function of the Residence Hall Association is to enhance the Carolina experience for all on-campus residents. Therefore, grant applicants must demonstrate that a program will provide a direct benefit to on-campus residents.

### **Politically Partisan and Religious Programs**

- A. RHA will not, under any circumstances, fund programs of a politically partisan nature.
- B. RHA will not, under any circumstances, fund programs that seek to provide only one side of a controversial issue (e.g., abortion, the death penalty, etc.)
- C. RHA will not, under any circumstances, fund programs that seek to promote a particular religion or religious holiday.
- D. Determination of a program's status with regard to items A, B, and C shall be left to discretion of the RHA President and the Board of Governors.

### **Leadership Retreats**

- A. RHA will not fund organizational leadership retreats that are not open to all on-campus residents.
- B. Organizations requesting funds for open leadership retreats should submit requests far enough in advance to allow interested RHA leaders the opportunity to participate.
- C. RHA-sponsored leadership retreats must demonstrate a comprehensive educational component.

### **Resident Advisor, ResNET, and Living-Learning Community Programs**

- A. Resident Advisors (RAs), RCCs, and Living-Learning Community (LLC) coordinators should consult their respective community governments before applying for an RHA grant.
- B. RHA will consider funding for inter-community programs sponsored by an RA, ResNET, or LLC program.
- C. RHA may fund intra-community programs sponsored by an RA, ResNET, or LLC program, given that they are open to all on-campus residents.

### **Publicity**

- A. The RHA logo (available at rha.unc.edu) is **required** on all publicity for RHA-sponsored programs. A digital copy of all publicity should be submitted to the RHA Executive Treasurer as soon as possible to confirm the logo and for distribution through RHA publicity outlets.
- B. Program flyers should be distributed to the residence halls through the Housing and

- Residential Education office located in Avery Hall. Please visit <http://housing.unc.edu/flyers> for more information on the flyer distribution policy.
- C. T-shirts purchased for an event must also include the RHA logo.

### **Post-Program Evaluation**

- A. All organizations receiving an RHA grant must submit a post-program evaluation (provided by the RHA Executive Treasurer) to demonstrate the success of the program at achieving its stated goals.
- B. Post-program evaluations must be completed and returned to the RHA Executive Treasurer no later than **two weeks** after the program. The organization will not officially receive RHA funds until a completed evaluation form (along with the appropriate treasury documentation) has been received.

# Agreement to RHA Collaboration Grant Policy

*This form must be submitted to the RHA Executive Treasurer upon your presentation to the Collaboration Board.*

By signing below, I affirm that I have thoroughly read and comprehended the above information. On behalf of my organization, I agree to the terms and conditions set forth in the Residence Hall Association Official Policy for External Collaboration Grants. Furthermore, I understand that failure to comply with the above policies and procedures will result in the forfeiture of any and all grants allocated by RHA.

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Print Name

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Organization

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Signature

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Date