The Residence Hall Association
University of North Carolina at Chapel Hill

Official Policy for Traditional Programming Grants

Introduction

As part of its annual budget, the Residence Hall Association appropriates a sizeable pool of funds each semester for traditional programming grants. The purpose of these grants is to create opportunities for additional, diverse campus programs for primarliy community governments and residentual communities, outside of RHA at large.

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.

Process for Traditional Grant Applications

1. Submit your request via the online form.
2. 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 Board of Governors. All sessions of the Board of Governors take place each Tuesday in Room 3102 of the FPG Student Union.
3. All Govornors requesting funds from RHA must present their program to the Board.
4. Present your program to the Board. Govornors will have three 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.
5. At the conclusion of your presentation, you will be asked to wait outside the boardroom while the Board of Governors deliberates.
6. Once the Board has reached a verdict, the Executive Treasurer will exit the boardroom and inform you of the Board's decision.
7. The Board may, in rare circumstances, vote to table your request until the following session. If so, you will receive additional information from the Executive Treasurer via e-mail.
8. 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 Treasurer, as outlined below.

Allocation Amount and Distribution

A. RHA will allocate no more than $7,000 annually toward traditional programming grants. Communities 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 Traditional Grants and programs taking place in the spring are only eligible for spring semester Traditional 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 three weeks in advance of the scheduled program date. Requests submitted later will be considered on a case-by-case basis.
B. Eligible programs will be considered on a first-come, first serve basis. Upon receipt, an community'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 community's request (provided the request was submitted by the three-week deadline).
D. In the event that retroactive funding would prohibit the program's execution, the organizational representative may petition the Executive Treasurer for an earlier presentation date.

Procedures for Receiving Funds

A. In order to receive its allocated funds, the community treasurer must present receipt(s) and/or invoice(s) in an amount equal to or less than the allocated amount to the RHA Treasurer. Receipts/Invoices may be e-mailed to the RHA Treasurer or delivered directly to the RHA Office (Union 2504) during the Treasurer's designated office hours (listed on the RHA website).
B. Receipts/Invoices must be received no later than **two weeks** after the program.
C. The community treasurer should include with the receipts/invoices an itemized budget, detailing the specific items for which RHA funds were spent.
D. RHA will not, under any circumstances, relinquish funds without first having received the proper documentation as noted in items A and B.
E. 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. Communities may not utilize unused funds for other programs. If a community wishes to obtain RHA funds for another program, it must reapply.
F. **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 communities' forfeiture of all RHA funding.**

<u>GUIDELINES FOR PROGRAM ELIGIBILITY</u>

The following are general guidelines for the types of programs RHA will consider for Traditional Grant Requests. 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. RHA will not fund events that give away skills-based prizes.

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. RHA will consider funding programs that objectively educate attendees on a particular religion or religions.
E. Determination of a program's status with regard to items A, B, C, and D shall be left to discretion of the RHA President and the Board of Governors.

Types of Programs
A. Community governments are only allowed to submit one Traditional Grant Request per semester, as governments are only allowed to label one program a semester as 'traditional'. Traditional Grant Request are to count for a singular community governement.
B. Department of Housing and Residential Education residential communities are allowed to submit one Traditional Grant Request per semester if said program is a collaboration with their community government. This grant request does not count as community government's once a semester grant request.
C. If a community government is collaborating with other additional or seconardy community governments on a program, the host community government can submit a traditional grant request and it does not count against the secondary community government as their requets.

Post-Program Evaluation

A. All communities 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 Executive Treasurer no later than **two weeks** after the program. The community will not officially receive RHA funds until a completed evaluation form (along with the appropriate treasury documentation) has been received.

Agreement to RHA Grant Policy

This form must be submitted to the RHA Executive Treasurer upon your presentation to the Board of Governors.

By signing below, I affirm that I have thoroughly read and comprehended the above information. On behalf of my residential community, I agree to the terms and conditions set forth in the Residence Hall Association Official Policy for Traditional Programming 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.

_____   _____

Print Name   Residential Community

_____   _____

Signature   Date