SAN JOAQUIN DELTA COLLEGE
ASSOCIATED STUDENT BODY GOVERNMENT BYLAWS

ARTICLE II
ASBG GRANTS

Section 1. Application Process
A. Eligibility. Student clubs as well as campus departments and programs may apply for an ASBG Grant for events, programs, and activities that benefit currently enrolled Delta College students.

B. Filing Period. The ASBG shall accept applications during the fall and spring semesters.

C. Application Deadline. Applications shall be received at least four (4) weeks prior to the date of the proposed event to qualify for funding.

D. Review Process. The ASBG Finance Committee reviews funding requests and recommends requests to the ASBG for approval. Funding request shall be approved by a simple majority of ASBG members present at the meeting.

Section 2. Funding
Applicants shall receive no more than 10% of the total amount allotted in the ASBG budget for grants per fall and spring semester.

A. Approved Purchases and Expenses. Grants may be used for the following expenses:
   1. Social, cultural, and educational events and associated expenses
   2. Community service events
   3. Field trips
   4. Conferences
   5. Retreats

B. Unapproved Purchases and Expenses. Grants shall not be used for the following expenses:
   1. Fundraisers
   2. Scholarships
   3. Off-campus events (excluding retreats, field trips, conferences, community service activities, etc. for Delta College students)
4. Supplies and equipment that are the responsibility of the District
5. Club supplies and equipment
6. Salaries and stipends
7. Donations
8. Awards

C. Expenditure of Funds. Funds for approved grants shall be expended by the last day of instruction during the semester approved.
   a. Funds shall not be used on expenses not stated in the original application.
   b. The remaining balance of unused funds shall be automatically forfeited by the grantee and cannot be used for purposes not stated in the original proposal.

D. Disbursement of Funds. Funds shall not be automatically transferred into an organization or department account. In order for an account transfer, payment, or reimbursement to occur, the Director of Student Activities must receive the original receipts and/or invoices. Payment(s) shall be for the total amount stated on the receipt and/or invoice.
   a. Receipts and/or invoices that display unauthorized expenditures (i.e. expenditures not included in the initial proposal and therefore not approved) will not qualify for reimbursement.
   b. Receipts received after the filing deadline for payment and/or reimbursement (i.e., the last day of instruction during the semester the grant was approved) shall not qualify for reimbursement.
   c. Grantees that do not host the event or program specified in the proposal within the stated timeframe (i.e., date of the event) shall forfeit access to approved funds. Grantees may re-apply for funding by submitting a new application. Previously approved grants shall not be automatically recommended and/or re-approved.

Amended and approved September 19, 2011