TGIF APPLICATION PROCESS

APPLY

Submit applications online using our website or linktree!
- Use the correct application depending on amount of funding requested!
- Check out our FAQ and Guiding Principles pages before submitting!

SUBMIT

TGIF COMMITTEE REVIEW AND VOTE

TGIF meets to allocate funds on odd weeks (weeks 3, 5, 7, and 9)

Check your email! You may be asked for more information in the form of a:
- **email follow-up**: answer TGIF's questions and comments over email
- **hearing**: attend a TGIF meeting (during even weeks) to answer questions over Zoom

Note: Your application will be on hold until we receive the requested information.

congrats!
full or partial funding approved!
move to step 3

funding denied

Options:
- Reapply to TGIF. Come to office hours to learn how to improve your application!
- Apply to a different USAC funding body.

ACCOUNT CREATED WITH SGA

You will receive a grant agreement with a unique account number.

RETURN SIGNED GRANT AGREEMENT

Applicant signs and returns Grant Agreement to TGIF.

SUBMIT REQ FORMS

Applicant initiates a requisition (req) form to access their funds. funding can be requested in the form of
- reimbursement
- honorarium
- cash advance
- purchase order (P.O.)
- payment of invoice

All req forms need the proper documentation attached.

EVENT

You are required to submit an **end-project impact report** after your event! This form asks you about:
- number of attendees
  - demographics
- project summary and impact
- quotes from attendees about your project's impact
- pictures
- feedback for TGIF

TGIF SIGNS REQ FORM

TGIF chair signs the req form and submits to SGA. SGA will review the form for errors or inconsistencies and then will initiate a check when approved.

FUNDS DISPERSED

Funds are sent to the payee listed on the req form as a check.

the green initiative fund