

SA GIVES

A STEP BY STEP GUIDE FOR SA CHARTERED ORGANIZATIONS

STEP 1

- **Application**

- Complete all requested information and submit to the Center for Civic Engagement via B-Engaged
- Application must be submitted no later than 15 class days before the activity.

STEP 2

- **Approval**

- If the activity is approved the SA will notify the applicant of the amount of the grant and that the activity may move forward
- If there are questions and/or concerns with the application, the applicant will be notified by CCE and asked to set up an appointment for clarification.

STEP 3

- **Complete the Project**

STEP 4

- **Post Event Report**

- Within 10 class days following the activity the group must submit the Post Event Report to CCE via B-Engaged and post the service hours on B-Engaged
- All parts of the report must be completed by the group

STEP 5

- **Certification of Event**

- If the event is certified and validated, the group will be notified of the approved amount of the grant and when to expect payment.
- If there are any concerns with certification, the group will be asked to submit additional information prior to certification.

STEP 6

- **Payment**

- Upon certification, the SA Vice President for Finance will transfer payment into the group's SA account. Each group is entitled to receive up to \$350 per academic year in SA GIVES grants.