

SUNY Cortland Auxiliary Services  
Grant Program

**General Description**

The SUNY Cortland Auxiliary Services (SCAS) Board of Directors allocates funds annually to support a wide range of projects with various purposes that enhance the life of the SUNY Cortland community. Although SCAS is willing to consider a wide range of ideas, it seeks to avoid duplicating other funding sources or funding projects more properly supported by State funds. Applicants should first seek funding from primary funding sources. Grant accounts may not be used as depository accounts. The Grant funding is available 7/1 – 6/30 of each fiscal year. Any unexpended balances will be forfeited as of 6/30 each year.

**Eligibility**

Only organizations recognized as part of the SUNY Cortland Campus are eligible for a grant from SCAS.

**Application Process and Review**

- Applications are available on-line at [cortland.com/asc-board-and-grant-info](http://cortland.com/asc-board-and-grant-info).
- The applicant completes an electronic application process. SCAS will provide phone support to applicants during normal business hours to assist with any questions or issues with this process. Please contact the Executive Administrative Assistant located in Winchell Hall (X4325) for assistance.
- Applications are initially available in the beginning of December and are accepted up to midnight the third Friday in February. Because this is part of the annual budgeting process for SCAS, this deadline is STRICTLY enforced. Applicants are encouraged to complete their applications early to avoid any issues with the deadline.
- Applications are reviewed by the SCAS Finance Committee during the months of February and March.
- Applications are also reviewed, and recommendations are submitted to the SCAS Finance Committee by The President's Cabinet and the SGA. These recommendations are due the third week of March.
- The SCAS Finance Committee will complete their review and allocate the grant funding prior to the SCAS Board of Directors' meeting the third week of April.
- Notification of grant funding or denial of the application will occur on or about May 1.

**Allowable and Unallowable Costs**

- Grant funds may only be used for purposes specified in the approved grant application. Any changes in the scope of the grant must be approved by the Chair of the SCAS Finance Committee AND the Controller of SCAS.
- Grant funds may not be used for SUNY Cortland faculty, staff or students for:
  - Salaries
  - Honoraria
  - Travel normally funded by the College's budget
- Grant funds may not be used for scholarships.
- Grant funds generally may not be used exclusively for food (meals, refreshments, hospitality) for SUNY Cortland students, faculty or staff. Funding for food may be considered if the food is deemed integral to the success of the program or event. All food arrangements require the approval of SCAS Dining Services.
- Grant funds cannot be used to reimburse departmental supplies.
- Grant funds cannot be used to purchase computers or related hardware or software.
- Any grant funds used to purchase equipment that qualifies under the SCAS Fixed Assets Capitalization Policy, will have the title/ownership of the equipment properly transferred to the recipient organization at the end of the fiscal year.

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Grant Program

(Continued)

**Administrative Requirements**

- A white disbursing order entitled "Program Grant Account" must be completed and signed by the grant administrator in order to access funds. Disbursing order copies may be reproduced or printed from the web at <https://www.cortlandasc.com/asc-board-and-grant-info>. Send all disbursing orders to the SCAS Business Office, Neubig Hall.
- All program grant expenses must be paid directly from the program grant account. You may not transfer program grant funds to another account.
- Adequate documentation must be attached to all disbursing orders in order to ensure payment. Adequate documentation includes original receipts, vendor issued and itemized invoices, and all other documentation required by GAAP for business related expenses. Grants spending documentation falls under the same requirements and policies of ASC. If your program grant is for a speaker, please use the Speaker Contract on our website or a comparable document. Checks will not be processed without a signed contract. Speaker contracts may be printed from the web at <https://www.cortlandasc.com/asc-board-and-grant-info>.
- Disbursing orders over \$1,000 and DO's of any amount payable to the grant administrator require a second signature by the school dean or administrative supervisor.
- A properly completed IRS form W-9 must be attached to all program grant disbursing orders for payments to new vendors. Failure to provide a W-9, when required, will delay the processing of checks. In addition, the recipient may be subject to backup withholding at the rate of 31% per IRS regulations. You may obtain a copy of the form in PDF format from the following web site: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3> Checks are generally cut on Wednesday for all disbursing orders received by the close of business on Tuesday. Checks will be ready for distribution or pickup after 2:00 p.m. on Thursday.

**Reporting Requirements**

- Monthly reports of grant activity will be distributed to the grant recipients. Reports will not be generated until spending has commenced. It is the responsibility of the grant recipient to verify that the spending information received is valid and accurate. If grant recipients do not receive a monthly report, please contact the SCAS Business office immediately.
- Final reports must be electronically filed by August 31. The final report will need to be completed electronically on the SCAS website at <https://www.cortlandasc.com/general/grants>. Reports should detail the usage of the funds and project results and must include the project number and name issued to the grant. Failure to do a full post-event analysis using the final report template will result in a 20% reduction in funding. Event attendance numbers are required. Failure to include attendance numbers in the final report will result in further reductions in funding to no funding.