



TGIF FUNDING PROCESS

A guide from application to fund disbursement.

1 TGIF APPLICATION SUBMIT

Application is submit online through Cognito Forms (available on TGIF website).



2 COMMITTEE REVIEW AND VOTE

TGIF Committee reviews the application and votes on the funding allocation.



3 ACCOUNT OPENED WITH SGA

An account is created and set up through SGA. Funds will have a unique account code and can be viewed through the USAC Budget Report in the TGIF section.



4 GRANT AGREEMENT SENT

Grant agreement with account information is created and sent to the applicant.



5 SIGNED GRANT AGREEMENT RETURNED

Applicant signs and returns the grant agreement to TGIF



6 REQ FORM SUBMIT TO REQUEST FUNDS

A REQ form is initiated by the applicant to access funds. REQ form and all backup documentation is submit to TGIF for chair signature.



7 REQ SIGNED AND SUBMIT TO SGA

Chair signs the REQ and it is submit to SGA to process. SGA will review the form for any inconsistencies or errors, and will initiate a check.



8 FUNDS DISBURSED

Funds are sent to payee in the form of a check (or a PO is sent to the vendor to initiate an invoice).

