

# SBA FUNDING FAQ's

Please submit a SBA Funding Request form to SBA VP of Finance, Kelsey Fischer (kgfische@asu.edu).

## **Frequently Asked Questions:**

### **How do I access the Resources for Student Groups link?**

Go to ASU Law Student Portal—Student Life—Student Organizations—Student Organizations Resources (or click [here](#))

### **Where can I find the SBA Funding Request Form?**

The Funding Request form is available at the link above, but you can also click [here](#).

### **The SBA Funding Request Form asks me to list a second vendor, however, I want to use a specific vendor for my event. Am I required to include a secondary vendor?**

We recommend a secondary vendor as an alternative option if your initial request gets denied. However, your request will not be denied solely because you do not provide a secondary vendor.

### **What forms must I send to the VP of Finance to request funding?**

The only form you will need to send to Kelsey Fischer to request SBA funding is the SBA Funding Request form. **This form is attached to this email as a Word document.**

### **If I email the VP of Finance a Funding Request form does that mean I am approved for funding?**

No, SBA will cast a vote to approve or deny your funding request at the SBA Funding Meeting.

### **Must I attend the SBA Funding Request meeting?**

At least one designated representative from your organization must be present at the SBA Funding Request meeting. This person should be knowledgeable about the details of the request so they can answer any questions.

### **When and where are the SBA Funding Request meetings for the Spring semester?**

Meeting Dates: **Thursday January 19<sup>th</sup>, Thursday February 2<sup>nd</sup>, Thursday March 2<sup>nd</sup>, Thursday April 6<sup>th</sup>**; \*all meetings held at 12:15pm in Room 546 (5th floor courtroom)

### **When is the SBA Funding Request form due?**

The Friday prior to the SBA Funding Request meeting at noon.

### **Additional questions about funding?**

Please review the to learn more about requesting funds from SBA. If you have any questions about SBA funding, please email the VP of Finance, Kelsey Fischer at [kgfische@asu.edu](mailto:kgfische@asu.edu)