



University of California, Los Angeles  
Undergraduate Students Association

## **STUDENT GOVERNMENT ACCOUNTING SERVICES**

### **Policy for student groups to select, validate and monitor grants to outside entities**

- Grantee Selection
  - Selection Criterion and Records Thereof
    - Any USAC-funded grants, or grants from student groups who's funds are managed by USA/GSA Student Government Accounting, must have a defined set of selection criterion.
    - A copy of this selection criterion must be forwarded to Student Government Accounting(SGA) with the request for disbursement of funds.
  - Validation of Eligibility of Grantee
    - Is the Grantee a charity or not-for-profit organization?
      - If so forward this information to SGA.
      - If not, consult with your CSP Advisor as to eligibility of the group for grant of funds from your group.
    - Does the Grantee produce annual financial reports?
      - If so forward to SGA this information or a link to it.
      - If not, what other public information does the group seeking a grant of funds have to validate it's use of such funds?
  - Monitoring grants given to third-party groups or charities
    - Has or will the Grantee file a report with the Grantor describing the activities or outcomes derived from the funds granted?
      - If so forward a copy of the report to SGA.
      - If not, see next question.
    - Does the Grantee produce a report on it's activities that is available publicly?
      - If so forward to SGA this information or a link to it.
      - If the answer was no to the previous two questions, what other method of tracking does your group propose to monitor use of the funds granted?