GPSF Funding Guidelines

GPSF has $25,000/year (= $12,500/semester = $3,125/cycle) to give away. Here’s how to get it.

Funding Guidelines used in assessing your request:
- Representation. Are many students involved?
- Vitality. How important is the program to the organization?
- Specialization. How unique is the program?
- Generated Funds. What are the group’s other income sources?

Good Funding Requests are:
- Specific. Figure out how much money you actually need. Don’t guess. Provide quotes.
- Detailed. Break down exactly where the money is going, item by item. Attach a spreadsheet.
- Reasonable. Do not ask for more money than you need.

Requests Should Be
- Interdepartmental or multi-disciplinary in nature
- Academic or community service-oriented
- In the benefit of three or more identifiable populations (e.g., graduate students, faculty, professionals in the field)
- Using funds for speaker fees/travel
- Funded by matching funds or substantive in-kind contributions

Priority will be given in this order:
1. academic events (speaker fees, facility fees, advertising)
2. travel (funding group travel to or speakers’ travel for academic events)
3. social (food and non-alcoholic beverages, facility rental, social event expenses)

Fundraising: Money can be borrowed from GPSF for fundraising activities; this money must be paid back to GPSF. Please specify in your request if you are applying for appropriations or fundraising money.

<table>
<thead>
<tr>
<th>GPSF Funding Guidelines</th>
<th>GPSF Cannot Fund</th>
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<tbody>
<tr>
<td>• hotel fees are capped at $90/night</td>
<td>• payment to an ex-employee</td>
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<tr>
<td>• gas and mileage can be reimbursed only up to the IRS standard mileage rate for charitable organizations ($0.14/mile)</td>
<td>• individual gain (t-shirts, gifts, prizes, etc.)</td>
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<td>• printing costs cannot exceed $0.05/page for black &amp; white copies; color copies, brochures, and posters will be considered on a case-by-case basis; for advertising projected at over $100, two signed quotes are required</td>
<td>• third-party fundraising (expenditures that result in tangible gain for any organization that is not eligible for funding through GPSF)</td>
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<td></td>
<td>• alcohol</td>
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GPSF will not fund groups that:
- discriminate in violation of the GPSF Treasury Law
- are not officially recognized student organizations
- do not have the signatures of a GPSF senator and a Faculty Advisor
- apply retroactively
- do not have a SAFO account
- do not have a certified treasurer
- have not submitted a previous Post-Budget report (if applicable)
- do not agree to acknowledge GPSF as a contributor to any event/program that is funded

Updated September 2012