

## Graduate Student Organization Funding Instructions and Application

January 18<sup>th</sup>, 2010

The Graduate Student Assembly (GSA) is now accepting applications for funding of **registered graduate student organizations** (or organizations conducting events that have significant graduate student attendance) to assist these groups in their projects during the spring 2010 semester. Funds will be available starting in mid-late February and must be spent by the end of the semester, without exception. Another funding opportunity will occur in August & September for the Fall 2010 semester.

Please follow the instructions below as you complete the funding process:

1. Please complete the attached funding application, attach any supporting documents, and return it to one of the following locations:

*By mail to:*

Graduate Student Assembly  
University of Texas at Austin  
1 University Station G2000  
Austin, TX 78712-2000

*Or by personal delivery to:*

GSA Drop Box  
Office of Graduate Studies  
Main Building, Room 101

*Alternatively, you may scan your application and e-mail it to*

[ashutosh.singh@mail.utexas.edu](mailto:ashutosh.singh@mail.utexas.edu). **IMPORTANT:** When e-mailing in the subject line please mention “**GSO Name – spring 2010 fund request**”.

2. The priority deadline for receipt of the completed funding applications is **5:00pm** on **Friday, February 5<sup>th</sup>**. Incomplete applications will not be accepted. GSA will continue to consider funding applications submitted through *Monday, March 1st* on a first come basis, according to the availability of funds. GSA recommends that the graduate student organization submit as much detailed information as available on all possible event, program, or project expenditures, keeping in mind the funding guidelines outlined below.

3. After the applications are reviewed, GSA may ask a representative of your organization to attend an interview with the GSO Funding Committee.
4. Once the GSO Funding Committee approves a graduate student organization's request for funding, the organization is encouraged to send a representative to the Graduate Student Assembly meeting during which the funding recommendations will be considered. For the spring 2009 priority funding round, the recommendations will be presented and voted upon on **February 10<sup>th</sup> at 5:00pm in SSB G1.310**. *Please note that your organization is at risk of not receiving the Assembly's approval if no representative attends the Assembly meeting to answer possible questions.*

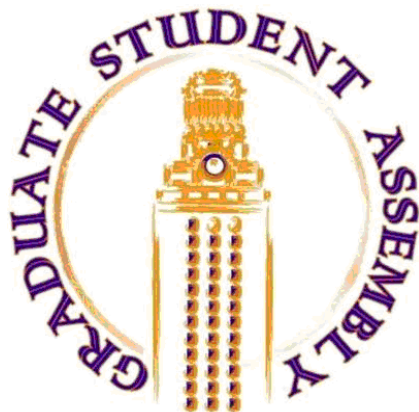
In addition, please keep in mind the following funding guidelines:

1. A graduate student organization applying for funding from GSA must be currently registered and in good standing with the Student and Leadership Development (SALD) Office of the Dean of Students to receive funding. Please confirm that your graduate student organization is registered and in good standing with SALD at the website: [deanofstudents.utexas.edu/sald](http://deanofstudents.utexas.edu/sald).
2. The maximum amount of funding to be considered for any graduate student organization for the spring 2010 semester is \$1,000, with no more than \$300 going towards organizational support (T-shirts, printing costs, banners, etc.). However, requests for higher than \$600 total support must be heavily substantiated. Finally, all funding applications must clearly indicate exactly what is being requested and its cost.
3. All publicity for a funded graduate student organization's event, program, or project must clearly identify "Graduate Student Assembly" as a sponsor or cosponsor, whichever applies.
4. In the case that a graduate student organization awarded funds during the fall semester does not use the full amount of funds awarded, the organization may reapply for those funds in the spring semester in addition to any new funding applications submitted for the spring funding round. The Executive committee will make decisions on a case-by-case basis as to whether an organization that did not spend all of the requested funds for the fall semester will be entitled to those funds for the spring semester. *This guideline does not apply to unspent funds of an award given for the spring semester.*
5. Any variation in the amounts and purpose of the funds originally awarded must be approved by Ashutosh Singh, Financial Director, before the expenditure is made.

6. Original, itemized receipts must be provided for all purchases made with GSA funds. Instructions for disbursement of funds will be sent to each organization shortly after funding is approved.
7. Awarded funds may be used for, but are not limited to, the following items:
  - Printing and copying expenses
  - Honoraria for guest speakers
  - Rental expenses
  - Office supplies and banners
  - T-shirts
  - Conference registration fees for students, as long as the proceeds of the conference are not donated to other groups, such as charities
  - Food and non-alcoholic drinks will be considered, but must be well justified
8. Awarded funds may not be used for the following items:
  - General entertainment expenses (e.g. alcohol, flowers, greeting cards, etc.)
  - Used items
  - Fundraisers
  - Expenditures made prior to final Assembly Approval (Feb 10<sup>th</sup>)
  - Transportation costs [Costs for speakers to travel to UT can be considered]
  - Gift Cards/Gifts [Note: Appreciation gifts to guest speakers may be allowed with prior approval from the Graduate School Business Office. **Gift cards are never allowed**]
9. When funding applications are considered, the following priority order will generally be followed:
  - Event support (room/equipment rental, speaker honoraria, printing costs, etc.)
  - Basic organizational support (office supplies, banners, etc.)
  - Conference registration fees
  - T-shirts
  - Funds for the purchase of food and non-alcoholic drinks will be considered last
10. Submit one funding application per event, program, or project. Multiple events, programs, or projects hosted by one graduate student organization may be funded up to the ceiling limit for funds detailed in item 2. For example, please submit one application for office supplies, banners, etc. and a separate application for each event, program, conference, and so on.
11. Include supplemental materials as an addendum to the funding application. Some examples: if requesting an airline ticket include a printout of the current cost from your chosen source; include the registration form for conferences (registration fee should be

clearly shown on the form); provide justification of proposed food and drink purchases; provide information on speakers your organization would bring in; etc.

12. **IMPORTANT: In case of e-mailed applications all correspondence will be sent to the mail ID from which the application is received.** It is the responsibility of applicant to keep the mail account operational. GSA will not be responsible for any lapse of communication due to incorrect or inactive mail accounts.
13. **IMPORTANT: In case of paper applications all correspondence will be sent to the first mail ID provided on the application.** Only if mail is undelivered we will use the second e-mail ID.
14. Questions should be directed to the Financial Director, Ashutosh Singh, at [ashutosh.singh@mail.utexas.edu](mailto:ashutosh.singh@mail.utexas.edu).



# Graduate Student Organization Funding Request

**Spring, 2010**

Organization Name \_\_\_\_\_

Contact Name (list 2) \_\_\_\_\_/\_\_\_\_\_

Contact Phone (list 2) \_\_\_\_\_/\_\_\_\_\_

Contact E-mail (list 2) \_\_\_\_\_/\_\_\_\_\_

Date of Event, Program, or Project \_\_\_\_\_

Expected Graduate Student Attendance \_\_\_\_\_

Expected Department/Discipline of attending graduate students

\_\_\_\_\_

Amount Requested from GSA (this application only) \$\_\_\_\_\_

**1.** Please provide a brief description of the event, program, or project for which your organization seeks funding from GSA.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2.** How will your organization's event, program, or project benefit the graduate students of The University of Texas at Austin?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. [Applicable only to spring applications.] If your organization is applying for funds awarded but not spent in the fall semester, please explain why these funds went unused and what they would be used for in the spring semester.

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4. How much money has your organization raised to date for the event, program, or project? Please include all revenue (secured or anticipated), donations, (secured or anticipated), and estimate of ticket sales (if applicable). Please attach a separate sheet if necessary.

Source	_____	Amount	\$	_____
Source	_____	Amount	\$	_____
Source	_____	Amount	\$	_____

5. Please circle one. Alcohol will be served at your event. Yes / No

6. Applicable only to GSO who applied previously for funding in fall 2009. Money requested ..... Money allotted ..... Money Used .....

7. Please include the following information for each vendor your organization intends to patronize: name of vendor, contact person at vendor, specific items to be purchased and estimated cost of each item.

**Vendor #1**

Name	_____	Contact	_____
Item	_____	Cost	_____
Item	_____	Cost	_____
Item	_____	Cost	_____

**Vendor #2**

Name	_____	Contact	_____
Item	_____	Cost	_____
Item	_____	Cost	_____
Item	_____	Cost	_____

**Vendor #3**

Name	_____	Contact	_____
Item	_____	Cost	_____
Item	_____	Cost	_____
Item	_____	Cost	_____