

Special Group Funding Requests

Purpose: SGFR are designed to fund projects that are for the benefit of all graduate students. Traditionally two groups of students have come to ask for these funds: departments who are putting on projects that are on a scale that cannot be fully funded from their department budgets, and groups of students who organize for special interests or activities and do not have a direct funding source.

Eligibility: In order to receive a grant of funds from the GSA, a group must meet the following requirements:

1. Request that the GSA President put the SGFR on the agenda of a GSA Council meeting.
2. Prepare a proposal to the GSA Council that includes:
 - *description of the event
 - *benefit to the graduate students
 - *budget
 - *plan for publicity
 - *sponsorship acknowledgement plan
 - (see detailed description of proposal below)
3. Send the proposal to the GSA President and the GSA Budget Director at least one week before the GSA meeting at which the proposal will be discussed.
4. Work with the Budget Director to organize the proposal for presentation.
5. Present the proposal to the GSA Council at the scheduled meeting and be prepared to answer the Council's questions about the proposal. The requester should also have prepared copies of the proposal sufficient such that every member of the council can have one at the meeting (approx. 15 copies).

NB: The Council will vote on each proposal that is brought before it, but there is no prior guarantee that any given SGFR will be funded at the level requested. The Budget Director's approval of a presentation only implies that the request is in the proper format, NOT that it is approved for funding.

Proposals:

***DESCRIPTION OF THE EVENT**

Include the basics of time, date, venue, etc. Also, you should give a description of what the event will involve in terms of activities, and preparation and follow-up activities, if any.

***BENEFIT TO THE GRADUATE STUDENTS:**

In order to be eligible for special group funding, the event has to open to all graduate students and has to be of potential benefit to all graduate students. Please explain how you meet these requirements.

***BUDGET**

*Give a detailed budget that shows how much your event will cost, to the best of your ability to estimate. Please make a line-item budget for the categories of expenses like, venue rental cost, food and beverage, speaker's fees, equipment, mailings, fliers etc.

*Show the sources of revenue you expect to fund the event. Detail all the other agencies that you are asking for sponsorship and indicate:

*how much you have asked them for

*when that request was made

*what the response has been, or when you expect a response

*if you are charging fees

Also, make clear how much the student department budget is contributing to the project if this is a department-based request.

*If you have done this event in the past it is helpful to have a comparative budget to present as well.

***PLAN FOR PUBLICITY**

Explain how you are going to publicize the event and what the time-line is for publicity.

***SPONSORSHIP ACKNOWLEDGEMENT PLAN**

How will the GSA's sponsorship of this event be acknowledged before, during and/or after the event?

Funding:

Depending on what type of activity the SGFR is funding and whether or not the money is going to a department, the mechanisms for receiving funds will vary. The GSA recommends that the requester speak with the Budget Director at the time of the request to be clear on what kind of receipts and procedures will be necessary to get the funding done easily and accurately.