

## ***GSA Funding Request***

Special Activities Funding  
(Revised 7/ 09)

### **I. Purpose**

The GSA Special Activities fund serves to promote activities, for the benefit and interest of a large and diverse graduate student population. Activities sponsored by this fund need to demonstrate active graduate student involvement. Any individual or group who organizes such an activity is eligible to submit a proposal.

### **2009-2010 Funding Request Schedule**

#### **Fall, 2009**

	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
<b>SARD</b> <i>(Special Activities Request Deadline~ all application materials due in GSA office by closing time, this date)</i>	<b>SEPT 2*</b>	<b>SEPT 23</b>	<b>OCT 21</b>	<b>NOV 18</b>
<b>FCM</b> <i>(Finance Committee Meeting~ representative should attend to speak about event)</i>	<b>SEPT 2*</b>	<b>SEPT 30</b>	<b>OCT 28</b>	<b>NOV 24</b>
<b>SM</b> <i>(Senate Meeting~ representative should attend to speak about event)</i>	<b>SEPT 9</b>	<b>OCT 8</b>	<b>NOV 4</b>	<b>DEC 2</b>

#### **Spring, 2010**

	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>
<b>SARD</b>	<b>JAN 20</b>	<b>FEB 17</b>	<b>MAR 24</b>	
<b>FCM</b>	<b>JAN 27</b>	<b>FEB 24</b>	<b>MAR 31</b>	
<b>SM</b>	<b>FEB 3</b>	<b>MAR 3</b>	<b>APR 7</b>	<b>APR 28*</b>

\*The first deadline, September 2, is only one week prior to the Senate meeting and the same date as the Finance Committee meeting, due to the beginning date of the new school year. Please note that the year-end Senate meeting will actually be held the fourth Wednesday in *April* rather than the first Wednesday in *May*, due to finals scheduling.

## II. Procedures

Your application for special activities funding should be submitted according to the following procedures:

- All Special Activities requests must be submitted to the GSA office by the appropriate application deadline. (See Schedule on page 1)
- A representative from your club must be present at the Finance Committee **AND** the Senate meetings where your application is to be considered. **IT IS YOUR RESPONSIBILITY TO CONFIRM TIMES, DATES AND PLACES FOR THESE MEETINGS WITH THE GSA OFFICE.**
- Applicants are responsible to review and complete all parts of the Special Activities application and read and understand all pertinent guidelines, listed below.
- **Activities will not be funded retroactively.** The application must be submitted *before* your event takes place.

## III. POLICIES/GUIDELINES

If at any point you are uncertain about how to follow and fulfill the guidelines below, *contact the GSA office for assistance.*

- A.** The Finance Committee can recommend a maximum amount of **\$1000** for any special activity event. The Finance Committee will recommend funding for only one request per club per semester.
- B.** The Finance Committee cannot recommend a funding amount more than 3/ 4 of the total budget for the event. Failure to demonstrate sufficient and serious attempts at fundraising may result in partial or entire denial of funding for your event.
- C.** Organizers must have cosponsorship from at least 3 other groups or organizations, one of which must be a GSA club. Sponsorship must be monetary or in kind support from cosponsors but the organizing GSA club **MUST** be monetary. In kind must be defined and the support must be tangible. Ticket revenue is not considered as a cosponsor. No more than 10% of the ticket sales may be complimentary.
- D.** ALL accounting will be handled by the GSA, a recognized university office or department. Applicants must designate the accounting agent on their application. If GSA will be handling the accounting, organizers **MUST** deposit **ALL** cosponsorship money with the GSA. The process is easy; we will help you with the paperwork.
- E.** Advertisements and literature must state GSA sponsors the event.
- F.** The Finance Committee can recommend a maximum funding amount for SA clubs equal to the actual amount given by SA.
- G.** The Finance Committee can only recommend funding for an event showing sufficient graduate student involvement in both the planning and the attendance of the event.
- H.** Any club or organization selling tickets for an event **MUST** utilize a GSA-approved third party agency (such as the UB Ticket Office run by Sub Board I, Inc.) to sell the tickets. Events must be set up and a contract signed with the Ticket Office at least ten days prior to the event to avoid any late charges. Failure to utilize a third party agency will result in suspension of the club or organization's eligibility to receive GSA Special Activity funds.
- I.** If the organization or club makes any direct profit from the event, the GSA will be entitled to a partial or total refund of its funded amount.
- J.** If more than 1/ 2 of the co-sponsorship funding amount listed in the original proposal or more than 1/ 3 of the total funding as presented to the

Finance Committee is lost, the GSA will consider its allocation null and void.

- K.** If GSA does not handle the accounting for the event, the applicant must submit a final accounting. The final accounting must include a list of cosponsors and the actual amounts contributed (including the amount of tickets sold, if applicable) and a list of actual expenses along with copies of **ALL** receipts.
- L.** The GSA expects good faith from all of its applicants and fund recipients. You are responsible for abiding by all the rules set forth in these guidelines and conforming to general accounting procedures as set forth by Sub Board I, Inc. accountants and the Board of Trustees. Any organization, club or group found to be in violation of any of these guidelines will be subject to appropriate corrective and punitive measures determined by the Executive Committee, which, according to the *Budgetary Guidelines and Regulations...* document, shall be responsible for interpreting [and] enforcing these guidelines. This power of enforcement shall include any and all measures necessary to ensure that these guidelines are followed and that GSA club officers are fiscally responsible to their constituents.

**GSA SPECIAL ACTIVITIES FUNDING REQUEST FORM**

I. Description of Activity

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

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

II. Funding Sources

COSPONSORS (INSERT A (P) AFTER AMOUNT IF FUNDING IS PENDING)	AMOUNTS
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	\$ _____

III. Accounting Agent: (Designate GSA or other UB office/ department) \_\_\_\_\_

IV. Expenditures

<u>TYPE OF EXPENDITURES</u>	<u>ESTIMATED EXPENSES</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	\$ _____

V. Advertisement:

Publication desired: Spectrum/ Generation \_\_\_\_\_  
# of Ads \_\_\_\_\_  
Size \_\_\_\_\_  
TOTAL OF IV & V \$ \_\_\_\_\_

VI. Amount of Funding Requested (V - II) \$ \_\_\_\_\_

CONTACT:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
DEPT. \_\_\_\_\_ ADDRESS \_\_\_\_\_

**IN ORDER FOR THIS FORM TO BE CONSIDERED, THE ABOVE REPRESENTATIVE MUST BE PRESENT AT THE FINANCE COMMITTEE AND SENATE MEETINGS AT WHICH THIS REQUEST WILL BE REVIEWED TO ANSWER ANY QUESTIONS REGARDING THE EVENT. CALL THE GSA OFFICE (645-2960) FOR INFORMATION ABOUT TIMES AND LOCATIONS.**