



## **GRADUATE EVENTS FUNDING**

### **WHAT DOES AN EVENTS GRANT FUND?**

Graduate Events (GE) provides funds for three types of events: (a) regular meetings of a graduate student group; (b) a series of regularly scheduled events such as guests speakers, seminars, or colloquia; and (c) a single special event such as an orientation, conference, organizational session, department picnic, or party. If you are requesting funds for a series of regular group meetings, type (a), please use the short form designated for regular group meetings.

### **WHAT ARE THE RESTRICTIONS ON GE FUNDING?**

- Travel expenses, accommodations, charitable donations, and officers' salaries will not be funded via Graduate Events. Please check our other Grant Programs.
- No alcoholic beverages can be purchased with Graduate Events funds.
- Honoraria are limited to \$150.00 per person per event.
- Groups applying for Graduate Events funding must REQUEST matching funds from another source, such as department or organization.
- Any request for funds should reflect the lowest prices available to the group, unless the higher expense is justified.
- Unless the Funding Committee specifies otherwise, any equipment purchased with GA funds shall belong to the funded group. In the event that the group is dissolved, however, equipment must be returned to the GA.
- Graduate Events funding is limited to \$800.00 per semester per group.
- Funding for each separate event of any kind cannot exceed \$4.00 for each graduate student and \$1.00 for each other person in attendance. Funding for non-graduate-student attendees cannot exceed one third of the total funding per event.

### **ARE THERE OTHER GRANTS?**

The GA also runs several other grant programs. Some of these programs fund the same sort of expenses as GE, although there are some very important differences. You may want to apply for the other grant/funding programs instead of, or in addition to, these programs. Please check with the GA's Business Office or read the information on the other programs for details.

### **WHEN SHOULD WE APPLY?**

There are eight Rounds of GE funding, four each in Fall and Spring. The current dates are given below. LATE applications will not be considered. INCOMPLETE applications may be rejected.

#### **FALL 2001/SPRING 2002 DEADLINES AND ROUNDS**

- |                       |  |
|-----------------------|--|
| <b>Fall Rounds:</b>   | (1) 8/17/01 for events between 8/1/01-12/14/01   |
|                       | (2) 9/28/01 for events between 10/6/01-12/14/01  |
|                       | (3) 10/26/01 for events between 11/3/01-12/14/01 |
|                       | (4) 11/26/01 for events between 12/7/01-12/14/01 |
| <b>Spring Rounds:</b> | (5) 1/28/02 for events between 1/8/02-5/13/02    |
|                       | (6) 2/25/02 for events between 3/8/02-5/13/02    |
|                       | (7) 3/29/02 for events between 4/5/02-5/13/02    |
|                       | (8) 4/26/02 for events between 5/3/02-5/13/02    |

**If you apply for funds in a Round BEFORE the Round during which your Event occurs, you may be asked to reapply in that later Round.**

### **HOW DO WE APPLY?**

- Complete and file the GE application. Your budget sheet must explicitly detail how funds will be spent. Changes to original submitted budget items require Funding Committee approval. **DO NOT ADD MORE THAN ONE SUPPLEMENTAL PAGE TO THE APPLICATION.** If you have questions, contact the GA Business Office or the current Funding Chair.
- Turn in three (3) copies of your completed application (w/out this cover sheet) to the GA's Business Office Staff by the funding deadline and **GET A RECEIPT.** Faxes and electronic versions will not be accepted.
- Register your student group with the University Student Activities and Services at Sproul Hall (Room 102).
- Satisfy GA funding workshop requirement. (This is separate from the Sproul funding workshop requirement.)

### **HOW IS A DECISION MADE ON OUR APPLICATION?**

- Applications are reviewed by the Funding Committee prior to the monthly GA meeting.
- The Funding Committee makes its recommendations to the GA Delegates at the GA meeting, which is held the first Thursday of each month.
- The Delegates will approve, deny, or change the recommendations. Your group may send a representative to the meeting if you would like to have input into this process.
- Funds are available after GA delegates' approval of the recommendations.
- The GA Business Office notifies applicants of the Delegates decisions. This notification usually takes 1-3 weeks depending on the number of applications approved. You may check the GA's Web-site (<http://ga.berkeley.edu>) for immediate notification of your funding status or check with your department delegate.
- Applications are **NOT** a guarantee of funding.

### **HOW DO WE GET THE MONEY?**

- All purchases must take place within the semester and timeline in which they are funded.
- You have 30 days from the date of your event to turn in your reimbursement request except when there is an imposed deadline date as in the end of the semester.
- Groups should consult with the GA office to find out the allowable period for spending funds.
- Expenditure request forms and **ORIGINAL RECEIPTS** must be submitted for reimbursement by the deadline.

### **WHEN WILL WE NOT GET THE MONEY?**

- Eligibility to expend funds terminates upon cancellation or completion of a project.
- When a group fails to hold a funded event or does not use all of the funds, money may not be spent by the group for another purpose or be transferred to another funded event or group.
- No funds will be carried over into the following semester or used outside of the timeline for which funding was granted.
- Expenses incurred before the Funding Committee and the GA have awarded funds will **NOT** be reimbursed.
- No reimbursement will be made if registration requirements are not met.
- If you change your original submitted budget items without prior approval by the Funding Committee.
- Reimbursement is requested for a restricted item.

### **WHAT ELSE SHOULD WE KNOW?**

- Preference in funding is given to groups representing departments with active delegates in the GA and groups whose members come from departments with active delegates in the GA.
- The Funding Committee may place restrictions on the use of funds, including which categories are approved, to what limits, and for what items, so groups must check with the GA office before spending funds. Within restrictions, the group may spend its funds as allocated by the Funding Committee for those approved items listed in their funding application budget.
- The GA will notify all funded groups in writing (e-mail) of allocations, restrictions and funding workshop dates. All new groups (and those deemed by the Finance Officer) must send a representative to a funding workshop before spending allocated funds.
- If you change your original submitted budget items you must get approval for this budget change by the Funding Committee prior to requesting reimbursement.
- **YOU ARE RESPONSIBLE FOR THE COMPLETENESS AND ACCURACY OF YOUR APPLICATION.**



**Graduate Events Funding For Meetings**

GE funding for meetings provides funds for regular meetings of a graduate student groups. This is the simplified version of a longer form of GE funding. You may apply for other types of programs (i.e. a series of regularly scheduled events such as guests speakers, seminars, or colloquia; or, a single special event such as an orientation, conference, department picnic, or party) through the longer form. Please see the GA or check the web site for information.

**Instructions:**

- 1). If you have never received funding from the Graduate Assembly, please pick up and read the cover sheet provided by the GA.
- 2). Read the instructions and peruse this form before you complete your application. For unclear items, pick up the GA funding guide for more detailed information or schedule a funding workshop with the GA Business Office.
- 3). **TURN IN 3 COPIES of this application. MAKE YOUR COPIES BEFORE turning in your application. DO NOT FAX or E-MAIL THIS FORM.**

**SPRING 01 DEADLINES:** 1/26/01—for events 1/8 to 5/14/01, 2/23—events 3/2 to 5/14/01, 4/2—events 4/6 to 5/14/01, 4/27—events 5/4 to 5/14/01

Date Submitted:      /      /      Funding Round #      Term (circle one):      Spr      Wtr      Fall      Sum

**PART ONE - GENERAL INFORMATION AND PROJECT/EVENT DESCRIPTION**

1. Name of sponsoring graduate group \_\_\_\_\_
  2. Current officers of your group
- | Your Name and Your Group Title | Department | Home Address-City/St/Zip | Evening Phone | Email |
|--------------------------------|------------|--------------------------|---------------|-------|
|                                |            |                          |               |       |
|                                |            |                          |               |       |

List your main contact person for this application:

3. How many members does your group have? \_\_\_\_\_ How many are UCB graduate students? \_\_\_\_\_
4. If your group or one of your group members represents a department that sends a delegate to the GA, give the name/names of the delegates and their departments. *Example Registered Delegates • Jane Canseemore — English and Jay Jiy— Comp Literature*

**PART TWO - MEETING INFORMATION AND BUDGET**

1. A. Number of meetings you are requesting funding for: \_\_\_\_\_ Anticipated Attendance: UCB Grad Students \_\_\_\_\_ Others \_\_\_\_\_

B. Complete the budget outline table below. Please review and follow the examples shown in the sample chart.

Meeting Dates	Per-meeting Costs	Request from the GA	Request from other sources	YOUR TOTAL REQUEST (from all sources)
<i>Sample</i>				
<i>February 15, 2001</i>	<i>\$75.00</i>	<i>•\$50.00</i>	<i>\$25.00</i>	<i>\$75.00</i>
<i>March 15, 2001</i>	<i>\$75.00</i>	<i>•\$75.00</i>	<i>\$0.00</i>	<i>\$75.00</i>
<b>TOTAL REQUEST FOR YOUR GROUP</b>		<b>•\$125.00</b>	<b>\$25.00</b>	<b>\$150.00</b>
<b>TOTAL REQUEST FOR YOUR GROUP</b>				

**Student Group Agreement:** By signing as the group representative, I attest that no funds shall be spent on alcohol or any other disallowable items as per the funding rules. Failure to follow this rule may result in loss of funding, student group privileges and/or reporting to the Student Activities Office. Please sign below:

Signature of Agreement— Group Representative1: \_\_\_\_\_ Student Group Rep2: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only	
1. Registration:      Fall _____      Date _____      Spring _____      Date _____	
2. Funding Workshops: Name of person(s) who attended: _____	Date of Attendance _____
3. Restrictions _____	B/O Notes: _____
4. FC Approved Adjustments: a/c-\$ _____ s/or-\$ _____ s-\$ _____ r-\$ _____ o-\$ _____	