



PROJECT & SERVICES FUNDING

WHAT DOES A PROJECTS & SERVICES GRANT FUND?

Projects and Services (P&S) provides funds for the general operations of a graduate student group, including such things as office supplies, stationery, equipment, and supplies needed for newsletters, displays, etc., as well as for long term projects (as opposed to Events) and ongoing services to the campus community.

WHAT ARE THE RESTRICTIONS ON P&S FUNDING?

- Refreshments, travel expenses, accommodations, charitable donations and officers' salaries will not be funded via Projects & Services. Please check our other Grant Programs.
- 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.
- Project and Services funding is limited to \$1000.00 per semester. (excluding Winter & Summer).

ARE THERE OTHER GRANTS?

The GA also runs several other grant programs. Some of these programs fund the same sort of expenses as P&S, 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 two Rounds of P&S funding, one each in Fall and Spring. The current dates are given below. LATE applications will not be considered. INCOMPLETE applications may be rejected.

<u>FALL 2001/SPRING 2002 DEADLINES AND ROUNDS</u>	
Fall Round:	(1) 9/28 for events 10/5/01 to 12/14/01
Spring Round:	(2) 1/25/02 for events 2/8/01 to 5/13/01

HOW DO WE APPLY?

- Complete and file the P&S 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 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 may take several weeks. 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 *purchase* 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.**



GA FUNDING APPLICATION • PROJECTS AND SERVICES

(See information sheet for a description of this program. Turn in 3 copies of this applications)

Date Submitted: ____ / ____ / ____ Funding Round # ____ Term: (circle one only) Spr or Fall

PART ONE -- GENERAL INFORMATION AND PROJECT DESCRIPTION

1. Name of sponsoring graduate student group _____

2. Name of project, event, or event series _____

3. Current officers of sponsoring group:

<u>Name</u>	<u>Title</u>	<u>Dept.</u>	<u>Address (home & campus)</u>	<u>Day & evening phone</u>	<u>Email</u>
-------------	--------------	--------------	------------------------------------	--------------------------------	--------------

4. Main contact person, address & phone for this application. (Lack of complete information may delay this request.)

<u>Name</u>	<u>Title</u>	<u>Dept.</u>	<u>Address (home & campus)</u>	<u>Day & evening phone</u>	<u>Email</u>
-------------	--------------	--------------	------------------------------------	--------------------------------	--------------

5. How many members does your group have? _____ How many are registered UCB graduate students? _____

6. If your group represents a department that sends delegates to the GA, or if the departments from which your group draws its members send delegates to the GA, give the names of the department(s) and delegates:

Example Group - English Literature Grad Student Assn. Registered Delegates English - Jane Canseemore, Comp Lit - Jay Jiy

7. Give a brief description of the project or event(s) for which the funds are requested. Please include the goals of the project or event(s). Be specific about how the project or event(s) benefit graduate students.

8. If your group received any GA funding in the last two semesters, explain how the money was spent and what your group accomplished. If applicable, attach an example of a publication, flyer, etc., from this period.

9. What would the impact on your project/event(s) be if the GA could provide only a portion of your request? Could your group find partial funding through contributions, dues, etc.? How else could your group make up the difference?

OFFICE ONLY D.R. _____ INT _____ TM _____

PART THREE -- BUDGET INFORMATION

•Please provide additional funding information.

1. If your group will receive funding from sources other than the GA for the event(s) detailed on this application, please

Name of Funding Source(s)	Requested Amount	For What Purposes?
	\$	
	\$	
	\$	
	\$	

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

Sample Chart				AMOUNT REQUESTED		
Funding Categories	Quantity	Items (be specific)	Per-item cost	From GA	From Other Sources	TOTAL REQUESTED (from all sources)
Examples:						
Photocopying	1000	fliers	\$0.04	\$22.00	\$22.00	\$44.00
Supplies	1	box-10 zip disks	\$30.00	\$15.00	\$15.00	\$30.00
Rentals	-	group phone bills				\$0.00
		october	\$25.00	\$25.00	\$25.00	\$50.00
		november	\$25.00	\$25.00	\$25.00	\$50.00
SAMPLE TOTAL REQUEST (from each source)				\$87.00	\$87.00	\$174.00

•Please Complete Your Budget Request:

Funding Categories	Quantity	Items	Per-item cost	Request from GA	Request from other sources	OUR TOTAL REQUEST (from all sources)
TOTAL REQUEST FOR YOUR GROUP						

For Office Use Only

- Registration: Fall _____ Date _____ Spring _____ Date _____
- Funding Workshops: Name of person(s) who attended- _____ Date _____
- Restrictions _____
- Adjustments: a _____ c _____ p _____ p/r _____ s/r _____ p/f _____ r _____ o _____

B/O Notes: