Graduate Leadership Council: Fall 2013 – The GSG Funding Application

Brought to you by:
the Graduate Student Government & the Center for Student Involvement

Northeastern University
Graduate Student Government
Introductions

• Who are we and why have we been invited to speak with you?
  • Center for Student Involvement (CSI):
    • Steph Pierce, Program Manager
      • Assists graduate groups with their event planning details
  • Graduate Student Government (GSG):
    • Foram Shah, VP for Finance
      • Oversees the Finance Committee that evaluates student group funding applications
    • Rini Ghosh, VP for Student Affairs
      • Coordinates the Event Grant Pool initiative
  • Student Activities Business Office (SABO):
    • Facilitates budget transfers from GSG to grad orgs; Collects reimbursement materials for individual conference funding
Purpose of this meeting

- Address recent changes to the funding application process
- Explain the funding process from start to finish
- Clarify some common funding questions: what will/won’t be funded
- Introduce spending reports
- Provide an opportunity for questions
Apply for funding: Step 1

• Get in touch/meet with your Program Manager to discuss your plans
  • Email s.pierce@neu.edu or
  • Call 617-373-2642
• They will help ensure all necessary budget items are included in your funding application
Apply for funding: Step 2

- Once you have gathered information for your funding application, you will be ready to compile the GSG Student Organization Funding Application in OrgSync

- https://orgsync.com/29643/forms/60862
Apply for funding: Step 3

• The first page of the form will request basic details about your organization.
  • The mission statement is important because it helps the GSG determine whether the plans for which you are requesting funds align with the purpose of your organization.
  • If you do not know your Budget Index, reach out to SABO at 617-373-4239 or stop by at 434 CSC J.
Apply for funding: Step 4

- The second page of the form will request specific information about your event plans and requested funds.
Apply for funding: Step 5

- You will be asked about your anticipated attendance (numbers & who the people are). This information is requested so the GSG can determine whether the attendance successfully serves the NU graduate student community (since that is who the funding pool is intended to serve).

![Image of funding application form](attachment:image.png)
Apply for funding: Step 6

- Make sure to include detailed information about each budget item, and attach quotes whenever possible. This demonstrates that you have done research to find out exactly how much funding is necessary to successfully hold your event.
Apply for funding: Step 7

- The cost per person demonstrates whether the event you are planning is cost effective.
  - If it is going to cost $100/person, you might want to reevaluate!
- The last section provides the chance to “sell” the GSG on your event. Why is it such a great idea, how does it relate to your org’s mission, how will it add to graduate student life at NU, etc?
Apply for funding: Step 8

- The last page is a final check to make sure your advisor and Program Manager are aware of, and approve of your funding request.

Student Organization Funding Application

Terms & Conditions

Once you submit this application, it is first sent to your Center for Student Involvement program manager for initial review. If all items have been accurately completed, they will then send the submission along to your advisor to sign-off on, and to the GSG to ultimately review and make a determination.

I have completed this form accurately to the best of my knowledge. 
☐ I Agree

My advisor is aware of and approves of this event and associated funding request. 
☐ I Agree

My Center for Student Involvement Program Manager is aware of and approves of this event and associated funding request. 
☐ I Agree
Common Funding Questions

• Will the GSG fund...
  • …food at my event?
    • Perhaps! The GSG has restrictions for off-campus food outings (only one food outing per semester; $20/person or $600 max.) There is no limitation for on-campus food events, within reason.
  • …an event series, submitted in one funding application?
    • Perhaps!
  • …my organization to attend a conference?
    • No. Each organization member would need to apply for individual conference funding instead.
Funding application review: Step 1

- Once you submit your application, your Program Manager is notified to conduct the initial review. If all looks good, they submit their approval and the GSG is notified.

- Your Program Manager will then email a PDF version of your application to the GSG with your advisor and student org. leaders cc’ed to the email. Your advisor **must** reply to that email to indicate their approval of the request before the GSG will process the application.
Funding application review: Step 2

- The GSG VP of Finance will bring together the Finance Committee to review all funding applications.
  - Your application may be fully funded, partially funded, or denied funding.
  - Notification of the determination will be issued via email, and will outline what you were funded for, and how much funding is provided for each budget line item.
Once you receive notification of your funding decision, please note that it may take a few days for the funds to become available in your budget account.

The GSG Advisor must sign off on the transfer paperwork for the funds to be reallocated from the GSG budget to yours.

All the more reason to submit your funding application well in advance of your event!
Marketing

• If the GSG funds your event, you must include that on your marketing material. (ie: Sponsored by GSG)

• The logo can be downloaded from OrgSync.
Spending the funds

• There are a couple ways to spend the funds that are provided to your organization:
  • Reimbursement: If your organization plans to visit a store to purchase supplies and reimburse the purchaser after the fact, make sure to present the University’s tax exempt certificate. You will NOT be reimbursed for sales tax.
  • A copy of the certificate can be found here: http://www.northeastern.edu/ap/pdfs/Massachusetts_ST-5_T.pdf
  • Direct Pay Forms: If you are contracting with a performer, service provider, or venue, you will need to complete a D-Pay Form to have a check cut. You can use this payment method anytime you have an invoice or purchase order. This form can be picked up in SABO (434 CSC J).
Spending Reports

- NEW for 2013-14!
- In an effort to better track the use of awarded funds, the GSG is implementing spending reports. These will be due within 30 days after your event has concluded and all payments have been settled. They will require that you document specifically how the funding was spent.
  - Make sure you keep copies of receipts, reimbursement paperwork, direct pay forms, etc. to compile into a spending report.
Spending Reports (cont.)

• Questions? Feel free to touch base with your Program Manager. They can help make sure you have included all necessary paperwork.

• Here’s an easy way to track whether you have included everything:
  • For each budget line item you were funded for, you should have at least one document to include in your spending report. This could be a receipt, direct pay form, etc.

• Any funds not utilized will be returned to the GSG to be put towards future graduate organization initiatives.
Questions?