

# The Blueprint

**Graduate Student Organization**

# Motivation

- streamline funding administration for GSO and GSOFA
- reduce administrative barriers for groups
- tailor application to better reflect GSO and group interests

# Funding Purview

The GSO:

- accepts only funding requests for events.
- will not approve funding for alcohol.
- will not fund the purchase of membership dues in national organizations.
- will not approve funding for events that will have taken place by the time funds are awarded.

# Group Funding Budget

- 45% of GSO budget (~\$15,000 per semester)
- groups may apply for up to \$1,500 per semester
- food caps per capita: \$12 for lunch, \$15 for dinner, and \$8 for breakfast & other events

# Group Funding Cycles

## Fall Events

- applications due 9/9 at 5 pm
- notice of funding after 9/24

## Spring Events

- applications due 12/10 at 5 pm
- notice of funding after 1/14

# Application Materials

## Group-related questions

- group history

## Event-related questions

- rank priority, funding category
- purpose, format, intended audience
- marketing, expected number of attendees
- itemized budget, co-sponsorship
- open or closed to all graduate students

# Funding Categories

- **Academic** (R workshop by GQM)
- **Social** (Chinese New Year by CSSA)
- **Networking** (Career Panel by PREEA)
- **Service** (Gtown Tour by Big Buddies)
- **Diversity** (Live! Africa Music by AF)

Funding will be proportionate to amounts requested in each category (eg. if academic comprises 40% of all requests, academic events will receive 40% of available funding)

# Group Rating Criterion

One 'group' score that considers the following:

- membership size (Hoyalink and # of attendees at previous events)
- history of responsible use of funds
- events held/events for which funding was received
- photographic evidence that previous events occurred as proposed
- evidence of appropriate advertisement of events through newsletters, Hoyalink, and social media



# Event Rating Criteria

Scores for each of the following:

- **breadth** of appeal (across depts, # attendees)
- **cost-effectiveness** (excessive expenses?)
- **quality** of proposal (implementation details)
- **need** for GSO funding (alt. sources, cosponsor)
- **uniqueness**
- **priority** of event for group

# Scoring and Ranking

- GSOFA members provide a numeric score for the 'group' criterion and event criteria, noting any excessive budget expenses
- The event score is the arithmetic mean of the sum of scores from each of 7 GSOFA members
- Events are ranked by score within each category
- Top-ranked events are funded 100% (removing any 'excessive' expenditures) until funding runs out

# Group Responsibilities

- GSO logo on marketing and event materials
- notice of event on GSO calendar and newsletter (submitted through: GSO Group Advertising form on website)
- no more post-event reporting forms
- overexpenditures deducted from next semester's budget, add'l penalties for >10%

# Information

application: <http://gsogeorgetown.com/groups>

submission: [GSOGeorgetown@gmail.com](mailto:GSOGeorgetown@gmail.com)

questions: [ecl48@georgetown.edu](mailto:ecl48@georgetown.edu)



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