

Spring 2015 GSO group funding instructions

Please use the below template to request group funding from the GSO for Spring 2015. **A single application should be submitted per club according to the format described below.** Please be advised by the following rules:

I. Purview of GSO funding

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.
- any events or expenses at which graduate students will not be the predominant (>75%) intended audience
- will not approve funding for events that will have taken place by the time funds are awarded.
- will not review applications that have also been submitted under the semester's ad hoc funding process (see GSO group funding bylaw)

II. Funding Caps

The following funding caps are in place for spring 2015:

- There is no single event funding cap.
- Per capita costs are capped at \$12 per head for lunches, \$15 per head for dinners, and \$8 per head for breakfasts, teas, or other events. *We recommend that groups seeking funds for informal events request less than the cap amounts.*
- Groups requesting greater than \$1,500 in any individual semester must have appropriate justification and express approval to request above this limit from the GSO Executive Board.

III. Funding Categories (referenced in the application)

Groups must inform the GSOFA under which category of funding they are submitting each event Request. The categories of funding are:

- Academic Events - support students' academic growth and interactions with faculty
- Social Events - support recreational interactions among the graduate student body
- Networking Events - support opportunities for students to meet with valuable

professional contacts for career-building purposes

● Service Events - support Georgetown students' participation in charitable and voluntary events.

● Diversity Events - recognize the contributions of diverse cultures and experiences to the University community.

IV. Advertising Rules

● Graduate student groups will make clear to their members and attendees that the event has been funded wholly or partly by the Graduate Student Organization. The GSO's logo must be prominently displayed on all promotional materials for events receiving GSO funding.

● If an event has been marked "open" to the public, the group must make every attempt to advertise their event on the GSO calendar (located on the website) and the GSO weekly newsletter two weeks prior to the event date through submission of the 'GSO Group Event Advertising Form'.

V. Post-Event Reporting

● There will be no post-event reports required at the end of the semester.

● Post-event report information from prior semesters must be included as part of the funding application in the group history section. Plan to keep track of and provide evidence (photographic or otherwise) for information that may be needed for the 'group score' (see Application Rating Criteria section)

VI. Application Rating Criteria

Each Proposal will be given a single 'group score' based on group history and standing when allocating GSO funds for groups. Group history and standing may be informed by but is not limited to the following items:

● Active membership size, as measured by number of members on Hoyalink and number of attendees at events in previous semesters.

● The history of the group in using GSO funds fully, responsibly, and in keeping with their purposes as stated in previous years' requests.

● The number of events held out of the number of events for which the group received funding in the previous two semesters (or, as available).

● The number of attendees at each event held in the previous two semesters (or, as available).

- Photographs of events that provide evidence that the event occurred as proposed to the Authority.
- The date and time when the GSO group event advertising form (to advertise the group event campus-wide through GSO) was submitted.
- Evidence of additional advertising to their constituencies (e.g. links to Facebook event pages, tweets, etc.)
- New GSO groups should provide information about their history prior to gaining recognition from GSO, as available. They may also include information about their organizational skills and planning during the group initiation process.

The Authority will rate Requests in a group's Proposal on each of the following event factors:

- Breadth of Appeal: evaluates whether the topic have a broad or narrow appeal to the student body—that is, will it attract many or few students. Self-estimated attendance targets will be only one piece of evidence employed in evaluating this score.
- Cost Effectiveness: evaluates whether the budget, as submitted, covers all reasonable expenditures and only reasonable expenditures.
- Quality of Proposal: evaluates how well the event's concept and implementation are explained.
- Need for GSO Funding: evaluates whether the event requires GSO funding to happen or whether the event would take place without GSO funding. All things equal, GSO will prioritize events that would not otherwise take place. As a secondary component, this score evaluates the originality of the topic, speaker or format of the event itself.
- Uniqueness and Originality: evaluates whether the proposal would yield an event or resource not duplicated by existing campus initiatives or other projects in the funding pool.
- Group-assigned event rank: considers the priority of the event within the group's proposal

The event factor scores and group score will be combined into a Request score by taking the arithmetic mean of the sum of each committee member's factor scores, weighting each member's scores equally.

VII. Penalties

- Graduate student groups will not overspend their funding allocation. All overexpenditures shall be deducted from the group's allocation in the subsequent semester that they receive GSO funding. Groups that overspend their allocation by more than 10% may be subject to additional penalties. These penalties will be decided by majority vote of a two person independent special commission and the Treasurer (three individuals total).
- Graduate student groups found to be exaggerating or lying on the group history sections of their applications may be subject to penalties that may include deductions from a group's allocation or disqualification from a full semester of funding. These penalties will be decided by majority vote of a two person independent special commission and the Treasurer (three individuals total).

VIII. Application Format

- Length: You may submit no more than x pages, where $x = \# \text{ events for which you are requesting funding} + 1 \text{ page (for group-related information and evidence of group history)} + \text{ supplementary attachments (eg. photos or other paperwork)}$. Application questions do not need to be included in the final submission (as long as numbering of responses remains consistent).

- Format: Application must be submitted in a single file (.doc, .docx, .pdf, .odt or similar are acceptable) with 1" margins and no smaller than 11 pt. Arial font.

- Applications not abiding by this format will not be accepted.

Deadlines

- Club funding applications must be submitted to 'GSOgeorgetown' at 'gmail' dot 'com' No late submissions will be accepted.

- Existing groups must submit their full applications by 5:00 pm on December 10, 2014.

- New groups must submit their full applications by 5:00 pm on December 18, 2014.

- The fall club funding budget will be up for approval at the GSO General Assembly meeting on January 14, 2014. You should expect to be notified about the status of your funding requests that evening or the following day.

Please submit questions to Elizabeth Lee, GSO Treasurer, at 'ecl48' at 'georgetown' dot 'edu'

Spring 2015 GSO group funding application template

Please respond to the following **group-related questions**:

1. What is the name of the GSO group that you represent?
2. Please provide the name, position, and email address of the primary contact for your funding application. *This is the person that will receive notification of funding.*
3. Comment on any discrepancies that occurred in Fall 2014 between your group's funding allocation and the events that were held. This may include: inability to put on a planned event, fewer or greater number of attendees than expected, changes to the format or topic of a funded event.
4. Comment on your group's history and ability to put on high quality and wide-reaching events. *This should include information for the 'group score' rating, as noted under 'Application Rating Criteria' in the instructions.*

New GSO groups should provide information about their history prior to gaining recognition from GSO, as available (question 4). They may also include information about their organizational skills and planning during the group initiation process (question 3).

For **each event** for which you are requesting funding, please answer the following questions:

1. What is the event title?
2. Of all of the events you intend to hold this semester, how does this event rank in priority (1 = highest priority)? *Each event must be given a different rank.*
3. When will the event take place? (Please provide as much specificity as you can here). *GSO does not fund events that have already occurred or that will have occurred before funding is awarded. We understand that event plans may not be solidified until a couple of weeks before the event. It is your responsibility to inform GSO of the precise event date at that time by emailing 'GSOgeorgetown' at 'gmail' dot 'com'.*
4. What are the primary and secondary 'funding categories' for this event? *We will use this information to rate your event with similar types of events.*
5. What is the purpose of this event? How will it help advance the GSO's mission (eg. supporting the wider graduate student body) and create a more vibrant graduate student life?
6. What is the format of this event? Who is the intended audience?
7. What is the expected/target number of attendees to the event?

8. How will you market this event to graduate students, and how does this marketing strategy justify the number of expected attendees?
9. What (if any) additional sources of funding do you have for this event? How much do you expect to receive from these additional sources?
10. What meal (if any) will be served at the event?
11. Provide an itemized budget for the entire event, including food, marketing, and costs supported by non-GSO funding.
12. If you are co-sponsoring the event, please provide information (eg. coordination efforts, financial support) on your co-sponsor and the name and email address of a suitable contact person in that organization.
13. Is the event open or closed to the Georgetown graduate student body? If your event is open, in what way does your event appeal to graduate students outside of your organization? If closed, why? *If the event is marked "closed," the GSO Funding Authority will deduct 10 percent of your Request's score before calculating its final rating. Advertising for open events must be submitted through GSO's website under the 'GSO Event Advertising Form'. GSO Executive Board members retain the right to perform spot checks at events to determine compliance with open and closed application designations.*