

**Graduate and Professional Student Senate at Yale**

Funding Guidelines

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**GPSS Funding Committee**

**Funding Guidelines**

 **2015-2016**

**Introduction**

The Graduate and Professional Student Senate (GPSS) exists to unify the governance and voice of the graduate and professional student community and to centralize and enhance funding opportunities for community-wide educational, social and cultural events. To better pursue this goal, in May 2002 the GPSS created the Funding Committee to handle the determination of smaller funding claims and conduct the preliminary processing of larger claims.

To this end, **all** funding submissions must pass through review by the GPSS Funding Committee. The FUNDING APPLICATION and REIMBURSEMENT REQUEST forms can be found on our website: (http://gpss.yale.edu/resources-groups/funding).

**What We Fund**

 **Large Event Funding**

The GPSS funds events open to all graduate and professional students which the Senate feels will attract members from a diverse group of schools. In the past, the Senate has funded all manner of cross-campus parties and social gatherings. The purpose of the Senate is in large part to promote regular socializing and bonding between and amongst the graduate and professional schools; events more likely to promote those ends therefore are more likely to be funded.

**Club and Activity Funding**

Annual funding for clubs and activities that include graduate and professional students is available from GPSS. Special preference will be given to one-time startup costs and equipment purchases that can be reused. All equipment purchased using GPSS funds will remain the property of GPSS. If a group becomes inactive for 9 months, all equipment purchased with GPSS funds should be returned to the Senate. Groups needing storage space during the ‘off-season’ should contact the Senate Vice-President, Cindy Rush (Cynthia.Rush@yale.edu).

**Community Service Funding**

In addition to club and activity funding, GPSS funds student groups that organize community service events that fundraise for organizations that benefit the greater New Haven community. These events provide an opportunity for Graduate and Professional students to interact while giving back to their community. The GPSS Community Service Committee Chair, Will Culligan (William.Culligan@yale.edu) should also be contacted student groups planning community service events who desire assistance from the GPSS.

**What We Don’t Fund**

The GPSS complies with all University funding guidelines. We will not fund events in conflict with those guidelines.

The GPSS, generally, will not fund religious or artistic events focused on one group. We will, however, consider such events that are advertised to and openly inclusive of students and student groups. While we deeply appreciate the importance of these events and of the concepts that they represent, given our limited annual budget we also seek to avoid any discrimination or even the appearance of discrimination in any respect. Likewise, the Senate is extremely hesitant to fund political organizations or events, although the nature of these events makes it possible that they will receive funding on the basis of their aim to promote policy debate.

The Senate also does not pay honoraria. We do not fund travel, accommodations, gifts or service fees. It is our belief that given our budget, the goals of community bonding are best accomplished by other uses of this money.

Furthermore, the Senate will generally not fund organizations that use money to fund other organizations. It is important to us that we ensure that the use of our funds is of *direct* benefit to G&P students without an intermediary organization administering the funds.

**Procedures for Obtaining Funding**

In order to obtain funding from GPSS, interested groups must first complete the application form linked on the GPSS Funding Committee website at http://gpss.yale.edu/resources-groups/funding. After submitting their application, applicants must attend a funding hearing to answer questions regarding their proposed event. At least one graduate/professional student from the applicant group must be present at this hearing.

**Funding Cycles**

Applications are accepted and reviewed in cycles, with due dates for applications on the 1st and 15th of every month for funding hearings held on the corresponding second and fourth Tuesdays of that month. The applicant must submit their application for a due date corresponding to a funding hearing that precedes their proposed event. An applicant may attend *any* funding hearing after the due date submitted for, and must indicate on their application form the hearing date they wish to attend.

Applicants are encouraged to submit their applications are early as possible, and it is preferable that applicants attend a funding hearing that is at least 2 weeks before their proposed event. If an applicant chooses to attend a funding hearing that is less than 2 weeks before their proposed event, they forfeit their right to appeal their funding decision.

Exceptions

There will be no funding cycles in the months of June, July, and August as the Senate will not be in session during these months. There will also be no cycles in the month of May in order to ensure all reimbursement will occur before the end of the Senate’s fiscal year. Lastly, there will only be one funding cycle in January (with a due date of January 15th and a funding hearing on the fourth Tuesday) and one in December (with a due date of December 1st and a funding hearing on the second Tuesday) due to Winter Break.

As the academic year and orientation begin before the first funding hearing, any groups seeking funding for events during this time period must contact the Funding Chair directly (yalegpssfunding@gmail.com). Only events that occur during the academic year and orientation will be considered. After the application is submitted the Chair will coordinate a time to meet with the group in person. As a full funding committee has not yet been elected during this time, all funding opportunities and decisions are made at the discretion of the Funding Chair and Treasurer.

No funding hearings will be held during a period where Yale does not hold classes, excluding Reading week and examination periods. In such situations, funding hearings will be scheduled for the next possible Tuesday.

Cancellations

In the case of a cancellation of a scheduled funding hearing the hearing will be rescheduled for the next available Tuesday.

Funding Hearings

Hearings will be held at 8 PM in the Senate Chambers. Applicants will be given a maximum of 15 minutes to present their application (for approximately 3 minutes) and answer questions from the Funding Committee (for the remainder of the time). The first group will be scheduled at 8:15 PM (giving the Committee 15 minutes to discuss beforehand) and every fifteen minutes following until 9:30 PM (the order will be based on the order applications are received). No group will be asked to present their application after 9:30 PM, meaning 9:15 PM is the last available time slot for presentations. If more than 5 applications must be reviewed at a single hearing, the start time of the hearing will be moved earlier accordingly.

Note that the Senate Chambers are on the third floor of GPSCY. Due to the presence of Gryphon’s Pub on the first and second floors of GPSCY, no persons under the age of 21 will be admitted into the building. Therefore, all members of the applicant group that wish to attend a funding hearing must be 21 or older.

Funding Schedule

The due dates and funding hearing schedule for the entire academic year can be found at: <http://gpss.yale.edu/resources-groups/funding>.

**Funding Decisions**

After each funding hearing, the Committee will vote to allocate all, some, or none of the funds requested by each group reviewed. For proposals of $1,250 or less, the Committee’s word is sufficient and the amount approved is allocated by the Senate. For requests over $1,250, the Committee will first hear the proposal and determine a recommended allotment. If the Funding Committee recommends over $1,250, the proposal and recommendation will be brought before the full Senate body at the next meeting. At that time, proposing group members are again encouraged to appear and to present the proposal to the entire Senate.

Once the Funding Committee has made a decision on the amount of funding awarded to an applicant, a formal notification of this decision will be sent to the applicant by the Funding Chair within 3 days of the hearing. The applicant has 2 weeks from the date of the decision to notify the Committee of their intent to either accept, reject, or appeal the amount offered.

**Appeal**

Those groups dissatisfied with the Funding Committee’s decision have the right to appeal it to the full Senate. This right exists whether the grant is denied in part or in full. The proposing group will be given the right to present its case to the Senate, but will then be asked to leave. The Funding Committee will then present its reasoning to the Senate with any members dissenting from that decision allowed to speak separately. A simple majority vote of the Senate is necessary to override the Committee. The appeal must be made prior to the date of the event and communicated to the Funding Chair.

**Other Funding Guidelines**

The Senate believes that it is best able to help students if its grants are relatively low in amount and go to relatively diverse groups. To that end, it *strongly* favors proposals which have additional sources of funding (other student organizations, school deans, etc.), but also takes the unique circumstances of each group into account.

GPSS generally will not fund a single group for more than a sum total of $2,000 per year. Co-sponsored events are encouraged, so this cap applies to them pro rata. Any proposal asking for more than $2,000 in Senate funding will need a ¾ vote by the Senate to pass. This reflects the belief of the Senate that some events are worthy of that much funding, but that by and large organizations should not require that high a level of Senate involvement.

**Duty to Promote the Event – EXTREMELY IMPORTANT**

The Senate expects that any event it funds will be promoted across the Graduate and Professional Schools. Additionally, all promotional materials for an event funded by GPSS are required to bear the ***GPSS logo and name***, so that members of the graduate and professional student community can know where their money is going. Lastly, all events funded by GPSS need to be submitted to be included in our weekly email (http://gpss.yale.edu/resources-groups/weekly-announcements) at least a week before your event.

This is a serious matter. A failure to promote means a failure to reach the very students who are paying for the event.

**Failure to mention GPSS’ sponsorship on ALL of your marketing materials will result in the reversal of the funding award made previously.**

In order to enforce this rule, all advertising materials (posters, flyers, etc.) must be sent to the Funding Chair (yalegpssfunding@gmail.com) for review before the date of the proposed event. Failure to do this will result in a loss of GPSS funding for the event.

**Final Notes**

The Senate is willing to help student groups who qualify receive tax exemption forms allowing them to purchase goods without paying sales tax.

When ordering goods or services, GPSS prefers to pay vendors directly or reimburse registered student groups instead of individuals.

The Senate reserves the right to cancel funding assignation and/or to deny future funding to organizations that fail to comply with the requirements above or that materially misrepresent facts on their applications for funding or reimbursement.

We wish you the best of luck with your projects and events, and remember, we are here to help and to work with you. If you have any questions regarding GPSS funding opportunities or procedures, direct your inquiries to the Funding Committee email address, yalegpssfunding@gmail.com.