Finance Fund Rules and Eligibility

The Finance Fund is an initiative from Graduate Council in association with UChicagoGRAD that provides funds for graduate student groups and organizations at the University of Chicago to plan and host events and programming. The finance fund is divided into two sub-funds: the Academic and Professional Fund and the Social, Culture, and Wellness Fund. After your event, you are also welcome to share your experience with the Grad Council at one of our meetings during the academic year. There are four deadlines per quarter. Each application consists of two parts, an online form consisting of required questions and an itemized budget for the program/event that must be submitted along with it. Applications will be reviewed in the week following the deadline. All awards will utilize a reimbursement system, with additional information and receipts required before finalization of reimbursement. After your event, you are also welcome to share your experience with Grad Council at one of our meetings during the academic year.

Every graduate student organization is invited and encouraged to apply, and if your application is not accepted, you may apply again as early as the next academic quarter, if your event has not passed. We look forward to reviewing all of your applications, and learning about all of your fantastic work and achievements!

Any questions may be directed to the Graduate Council Vice President of Finance: Chris Stamper at Stamper@uchicago.edu

Application Rules and Eligibility Requirements

Purpose:
- All applicants must be graduate or professional student organizations at the University of Chicago
- Program/event purpose must demonstrate a positive impact to the greater University of Chicago community
- Divisional student governments may not apply for funding.

Logistics
- Applications may be submitted up to two (2) quarters in advance of programming/event.
- If the application requests over $1000, it must be submitted at least one month before the event occurs.
- If the application requests over $2000, proof of other sources of funding or requests for funding must be provided.
• There are 4 deadlines per quarter, and each will be exactly one week before a Graduate Council meeting. These deadlines will be posted under the Funding Tab at gc.uchicago.edu
• The committee will meet the week that applications are due and will email you confirmation that your application has been received.
• Itemized budget must include exactly what you are requesting from Graduate Council.
• No retroactive applications will be considered.
• GC Finance Committee highly recommends co-sponsorship, fundraising, corporate support, or other forms of subsidies, and will consider partial funding for such requests.
• GC will not fund for discretionary funds, non-specific miscellaneous expenses, emergency cash, petty cash, or non-specific maintenance requests.
• GC does not fund services or gifts (i.e. speaker gifts, poster design)
• GC will not fund for debt or loans.
• A representative from your organization may be required to attend a committee meeting in order for your application to be processed. The purpose of this meeting will be to clarify parts of the application to the committee members. Meetings typically last approximately 5-15 minutes where committee members will ask questions about your application.
• Rejected applicants are encouraged to apply again in the future, as early as the next academic quarter as long as your event/program has not passed.
• If funded, student groups may only use the provided funds for the purposes outlined in their application.
• Awardees will be granted funds as reimbursement of expenses, and awardees must submit receipt copies as documentation. These expenses must follow rules of University of Chicago. If there are circumstances that require grad council to pre-fund certain items in your budget, please communicate this to the committee in the application. We will review this on a case-by-case basis and only grant them in extraordinary circumstances.
• In order to receive the reimbursements, awardees MUST submit the feedback form, which will be provided to them upon notification that they have received the award.
• Awardees must submit reimbursement requests no later than 2 months after the last day of event/programming.
• Any violation of these rules or the application instructions to follow may result in the application not being processed properly.
• Any university-related events (i.e. catering, beverages, etc) generally qualify as non-taxable event. Please confirm with your vendor if you qualify.
• GC Finance Committee will evaluate each application and render a decision of complete, partial, or no funding.
• Applications will be judged based on the following criteria:

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<thead>
<tr>
<th>Criteria</th>
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<tbody>
<tr>
<td>Completeness of application</td>
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<td>Sufficient review time / Timeliness of application</td>
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<td>Significance of event</td>
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<td>Number of attendees (money/cost per attendee)</td>
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<td>Impact on multiple divisions</td>
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<td>Advertising efforts, especially in regards to other divisions</td>
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<td>If it impacts / is made up of primarily UChicago students</td>
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<tr>
<td>If it impacts / is made up of primarily UChicago graduate students</td>
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<td>Other sources of funding (including ticket sales, sponsorship) and attempts to secure additional funding</td>
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<td>If the applying organization is a Recognized Student Organization or Graduate Student Equivalent Organization and is receiving / has requested funding from Student Government Finance Committee (SGFC)</td>
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<td>Completeness and appropriateness of the budget, including if there are any unapproved or ineligible line items</td>
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Speaker funding restrictions:
  o GCSF cannot fund honoraria or fees to University of Chicago faculty or employees
  o GCSF will not fund honoraria or fees to University of Chicago students, unless the student is providing a service that would otherwise be performed by hiring outside staff. These services may include, but are not limited to, DJ services and filming a cultural show or a lecture
  o GCSF will generally consider funding honoraria or fees to University alumni. However, GCSF encourages student organization to request University of Chicago alumni to provide programming at the University of Chicago without charge.
  o GCSF will not fund speakers accommodation if they live in the greater Chicago area

Any questions or requests for advice may be directed to the Vice President of Finance: Chris Stamper at Stamper@uchicago.edu
Application Instructions

Go to https://gc.uchicago.edu/funding-opportunities/ to begin the application process. Select the appropriate sub-fund and click the “Apply Now” button.

1. Carefully consider the listed questions and provide your responses in the space provided.
2. You are required to disclose the existing balance in your student organization account and what any funds are committed to for the current school year.
3. Sample applications for each category:
   a. Academic and Professional Fund:
      o Booth CREDIT Conference
      o Gargoyle Consulting Club - Workshop Series
      o Labor & Employment Law Society - General Annual Funding for
      o Classical Lecture Society
      o PSD Workshop on Improv for Science Communication
      o Python Learning Group: Data Applications.
   b. Social, Culture, and Wellness Fund:
      o World Religious Forum
      o Criminal Justice Reform Conference
      o Southeast Asian Student Night
      o Spanish Graduate Student Committee
      o Booth vs. Kellogg Rugby Match
      o PSD/BSD/IME Summer Softball League
      o HisTones a cappella concert
4. Please provide a google sheet link for your itemized budget following the specified template (must give us permission to edit). Failure to submit or follow proper format will result in an automatic rejection. A link to a sample budget may be found here.
5. Please list all other funding sources that you have applied for, or have received. We strongly encourage you to look for as many funding sources as are available.
6. Please email any supporting documents (in PDF) to strengthen your funding application to stamper@uchicago.edu with the subject: GC FINANCE - Supporting Documents - Event Name - Event Date (mm-dd-yy). This includes, but is not limited to:
   o If you have organized this event in the past - GC feedback form, proof of funding, receipts/invoices/etc.
   o If you are not an official student group as part of your division - a letter of recommendation from a division faculty member or administrator.
- Any documentation related to your event/programming: i.e. list of speakers, literature on your event, invoice, etc.
- If received other funding, please include any documentation you have received

7. If your organization is required to send a representative, you will be notified at least 1 week before the meeting date/time.

8. Click submit only if you have read and understood these instructions.