Finance Fund Rules and Eligibility

The Finance Fund is an initiative from Graduate Council (GC) 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.

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 date has not passed. We look forward to reviewing all of your applications, and learning about all of your fantastic work and achievements!

Please email the chairs of the particular funds that you are applying to for specific questions:

- Academic & Professional Fund: smoen@uchicago.edu
- Social, Cultural, & Wellness Fund: tmaddineni@uchicago.edu

Any general questions may be directed to the Graduate Council Vice President of Finance: Alyssa Broxton at abroxton@uchicago.edu.

Application Rules

- All applicants must be a graduate or professional student at The University of Chicago.
  - In addition, graduate or professional student organizations at the university may apply.
- Program/event purpose must demonstrate a positive impact to the greater
University of Chicago community.

- Divisional student governments may not apply for funding.

## Funding Guidelines

### Timing of application:
- You may apply for funding at any time in advance if your event is scheduled for the 2019-2020 academic year.
- There are 4 deadlines per quarter. For the winter quarter, the deadlines are:
  - January 17th, 2020
  - January 31st, 2020
  - February 21st, 2020
  - March 6th, 2020
- If requesting over $1000, the application must be submitted by a funding deadline which is at least one month before the time the event occurs.
- If requesting over $2000, proof of other sources of funding or requests for funding must be provided.

### Guidelines of application:
- Itemized budget must include the exact funds requested from Graduate Council and the exact goods and items they will be allocated toward.
- 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** provide funding for discretionary funds, non-specific misc. expenses, emergency cash, petty cash, or non-specific maintenance requests.
- GC **DOES NOT** fund services/gifts (e.g. speaker gifts, bartending, poster design).

### Evaluation and results:
- The committee meets within two weeks of the application deadline to evaluate each application and render a decision of complete, partial, or no funding and will inform you of the same.
- A representative from your organization may be required to attend a committee meeting in order for your application to be processed. Meetings typically last approximately 5-15 minutes during which 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.

- Use of approved funds and reimbursements:
  - University-related events (catering etc) generally qualify as non-taxable event. Please confirm with your vendor if you qualify. If you do, please request the tax-exempt letter from the chair of the fund you are applying to.
  - Student groups/organizers 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 the rules of The University of Chicago.
  - If there are circumstances that require GC to pre-fund certain items in your budget, please communicate this to the committee in the application. This is reviewed on a case-by-case basis and only granted in extraordinary circumstances.
  - In order to receive the reimbursements, awardees MUST follow the directions provided to them upon notification that they have received the award.
  - Awardees must submit reimbursement requests no later than 2 weeks after the last day of event/programming.
  - Any violation of these rules or the application instructions to follow may result in your application or reimbursement request being denied.

Criteria for Application Evaluation

- Completeness of application
- Sufficient review time / Timeliness of application
- Significance of event
- **Cost of event per UChicago graduate or professional student attendee**
- Impact on / open to multiple divisions
- A specific advertising plan efforts, especially to encourage participation from students in other divisions
- If it impacts / is made up of **primarily** UChicago graduate students
- Other sources of funding (including ticket sales, sponsorship) and attempts to secure additional funding significantly enhance funding likelihood.
- If the applying organization is a Recognized Student Organization and is receiving / has requested funding from Student Government Finance Committee
Completeness and appropriateness of the budget, including if there are any unapproved or ineligible line items

Speaker Funding Restrictions:

- There are stringent university guidelines for paying an honorarium to a speaker. These rules must be complied with in order to fund a speaker.
- GC Finance Fund does not directly provide funds for speaker accommodations.
  - Therefore, expenses for the speaker, such as travel costs and hotels must be made by the speaker.
- For any award that includes an honorarium to an external speaker, the speaker will work directly with UChicagoGRAD to submit required documents and receive their reimbursement.
- GC Finance Fund cannot fund honoraria or fees to University of Chicago faculty or employees.
- GC Finance Fund will not fund honoraria or fees to University of Chicago students.
- GC Finance Fund will generally consider funding honoraria or fees to University alumni. However, GC encourages students and student organizations to request University of Chicago alumni to provide programming at the University of Chicago without charge.

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.
  - Until all required fields are filled, the submission button will remain hidden.
- Carefully consider the listed questions and provide your responses.
- You are required to disclose the existing balance in your student organization account and what (if any) funds are committed to for the current school year.
- Please provide an excel sheet for your itemized budget following the example given in the form. Failure to submit or follow proper format will result in an automatic rejection. A link to a sample budget may be found using the link below:
  - https://app.box.com/s/g8o8n2cen9zwo8c5202hdk05j1wmtv52
- 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.

- Please include any supporting documents (in PDF form) with your application. Note that these supporting documents are not requirements to fulfill the form, but their receipt by the committee may enhance funding likelihood.
  - If you have organized this event in the past - GC feedback form, proof of funding, receipts/invoices/etc.
  - 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 other funding has been received, please include any documentation of other funding you have received.

- Sample applications for each category:
  - Academic and Professional Fund
    - Kind of Problem a City Is: A Discussion (link)
    - Workshop on Decolonial Professional (link)
  - Social, Culture, and Wellness Fund
    - REMEDY Speed Dating (link)
    - Philosophy Dept Movie Night (link)
    - Korean Grad Student Association Welcome Party (link)