The Community, Social, & Wellness Fund Rules and Eligibility

The Community, Social, & Wellness Fund provides funding for graduate student groups and organizations at the University of Chicago to plan and host events and programming that promote community-building and wellness. Here you will find application information, including fund rules and eligibility requirements.

Every graduate student is invited and encouraged to apply. You are required to submit an application for an event at least 14 days before it takes place. Each application includes 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. Additionally, if your application is rejected, you may apply again the next quarter using a new application if your event has not yet occurred. Upon receiving an award, you will be expected to provide some additional information and receipts for reimbursement.

Please read the instructions below carefully. Inaccurate contact information for the applicant could result in a delayed or rejected application. Please send all questions not addressed by the instructions to Kayla Jones at kaylaj@uchicago.edu.

We look forward to reviewing all of your applications and learning about your work and achievements during this year. Ultimately, the goal of the Social, Community, & Wellness Fund is to allow graduate students to enrich their graduate experience in a time that may be challenging to do so. We hope that this fund works toward accomplishing this goal.

Covid Guidance as of Fall 2021

In accordance with the University of Chicago’s Guidance for University-sponsored Meetings and Convenings That Are Not for Academic Instruction, all IN-PERSON events gathering more than 25 people must be APPROVED BY THE UNIVERSITY. Following university approval, graduate students may submit funding applications to the Graduate Council.

More detailed information on the University's on non-instructional meetings can be found here.

Application Rules

- All applicants must be a full-time 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 and must be open to graduate students from at least one other division than that of the applicant.
• Divisional student governments may not apply for funding.

Funding Guidelines

• Timing of application:
  o You may apply for funding at any time in advance if your event is scheduled for the 2021-2022 academic year.
  o There are 4 deadlines per quarter. For the fall quarter, the deadlines are:
    - October 8th, 2021
    - October 22nd, 2021
    - November 5th, 2021
    - November 19th, 2021
  o 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.
  o If requesting over $2000, proof of other sources of funding or requests for funding must be provided.

• Guidelines of application:
  o Itemized budget must include the exact funds requested from Graduate Council and the exact goods and items they will be allocated toward.
  o GC Finance Committee highly recommends co-sponsorship, fundraising, corporate support, or other forms of subsidies, and will consider partial funding for such requests.
  o GC WILL NOT provide funding for discretionary funds, non-specific misc. expenses, emergency cash, petty cash, or non-specific maintenance requests.
  o GC DOES NOT fund services/gifts (e.g. speaker gifts, bartending, poster design).

• Evaluation and results:
  o 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.
  o 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.
  o 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:
  o 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.

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.
- CSW 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.
- CSW Fund cannot fund honoraria or fees to University of Chicago faculty or employees.
- CSW Fund will not fund honoraria or fees to University of Chicago students.
- CSW 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.

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 effort, 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 (SGFC)

Completeness and appropriateness of the budget, including if there are any unapproved or ineligible line items

The following is the point system used to review applications. Each application is reviewed by several different graduate students.

Question 1: **In short, describe your event.** (16 pts possible: 4 = best, 1 = worst)

Is the event clearly described? 4 3 2 1

Clear justification for event? 4 3 2 1

Does the event clearly fall under the umbrella of Community, Social, & Wellness? 4 3 2 1

Clear organizational plan for event? 4 3 2 1

Total: ____

Question 2: **What impact will your event have on the broader University of Chicago community?** (8 points possible: 4 = best, 1 = worst)

Is the impact of the event clearly described? 4 3 2 1

Does the event involve the broader University community? 4 3 2 1

Total: ____

Overall Strength of Application: **Please take a moment to decide the overall strength of the application and whether you feel the student has appropriate need for funding.**

Does this application financially merit full funding? 4 3 2 1

Total: ______

Overall points total: ______

**Application Instructions**

1. Go to [https://gc.uchicago.edu/community-social-wellness-fund](https://gc.uchicago.edu/community-social-wellness-fund) to start the application.
2. Press the "Apply Now" button.
3. Fill out all of the requested personal information.
4. Be sure to include a correct UChicago email address.
5. Carefully consider the listed questions and provide your responses in the space provided.
6. Provide an itemized list that is as thorough as possible for the expenses that you are applying for.
Even if the listed expenses are greater than the allotted award amount, please list the full amount that you require, as partial values can be awarded.

7. List all other funding sources that you have applied for or have received. We encourage you to look for as many funding sources as possible in order to ensure that graduate students with less available funding are not negatively impacted in the application process.

8. Note that if your email address is not a UChicago email address, your application may not be processed.

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

Reimbursements

Awardees will be granted funds as reimbursements of expenses, and awardees must submit receipt copies as documentation. Below is a list of what is and what is not covered under the Community, Social, & Wellness Fund.

Examples of Activities That Could be Covered under the CSW award (list is not exhaustive):

- Book club
- Painting class
- Mixers
- Mini-golf outing
- Health and wellness initiatives
- Outdoor activities that adhere to city of Chicago health guidelines (food and beverage will not be covered)

What is NOT Covered under the CSW award:

- Any services that require a W-9 (other than approved speaker honorarium)
- Any expenses related to travel, including but not limited to flights, lodging, fuel, and rental cars.
- Meals, food, drinks, coffee or other beverages, or any personal items obtained without approval
- Any activities that violate CDC, city of Chicago, or University health guidelines

If possible, please provide receipts that have the applicant name and a date on them. You only need to provide receipts that you want to be reimbursed for. Please provide digital copies with sufficient resolution. On the expense report, please list all the expenses that you want reimbursed (they must match receipts) and if you have alternate funding, clearly list (and label) everything that is covered by the alternate funding if applicable.

More instructions will be provided in the award notification email.
Extra information that might be useful:

- Graduate Council does not reimburse purchases made with credit card or award points instead of dollars.
- Though discouraged, you may use copies of credit card statements in extraordinary circumstances in place of a receipt.