Graduate Council Group Fund Rules & Eligibility

Introduction
The Group Fund is an initiative from the Graduate Council in association with UChicagoGRAD that provides funding for graduate student groups and organizations at the University of Chicago to plan and host events and programming that promote community-building, wellness and/or academic and professional development. Recipients will receive a lump sum stipend that may be considered taxable income.

Every full-time graduate or professional student is invited and encouraged to apply. You are required to apply for an event at least one (1) month before it takes place. Please note that the fund does not review applications during breaks. Upon receiving an award, you will be expected to provide receipts of purchase.

Due to increased demand for these awards, the Grad Council has been working to automate the application system to better meet the needs of our constituents. Therefore, please read the instructions below carefully. Inaccurate applicant contact information could result in delayed or rejected applications. Please send all questions not addressed by the instructions to Jo Nixon at ejnixon@uchicago.edu.

Application Rules and Eligibility Requirements

- All applicants must be enrolled in full-time graduate programs at the University of Chicago. In addition, graduate or professional student organizations at the University of Chicago 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 two (2) graduate Divisions (i.e., BSD and Harris, Booth and PME, etc.)
  - Funded events/initiatives will be advertised on the Graduate Council calendar as well as the Grad Council Corner of the GGW
- Divisional student governments may not apply for funding
- Applications may be submitted up to two (2) quarters in advance of an event date but no later than one (1) month before the date of an event.
- Applications that are found to be duplicates of other applications or to have borrowed heavily from other applications will be withdrawn.
- Awardees must truthfully list all sources and amounts of other funding. This is especially important as funding sources are limited.
- If funded, students may only use the provided funds for the general purposes outlined in their application.
- Awardees must submit their receipts no later than fourteen (14) days after the final day of the event.
Rejected applicants are encouraged to apply again in the future using a new application. Applicants are discouraged from submitting the same application twice.

Any violation of these rules or the application instructions to follow may result in the application being rejected.

Application Instructions

1. Go to https://gc.uchicago.edu/group-fund to start the application.
2. Press the “Apply Now” button.
3. Fill out all the requested personal information.
4. Be sure to include a correct UChicago email address. Note that if your email address is not a UChicago email address, your application may not be processed.
5. Carefully consider the listed questions and provide your responses in the space provided.
6. Enter the approximate start date that would be covered by this award.
7. Provide an itemized budget 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. A tentative list of what is and what is not fundable is included in this document.
8. List all other funding sources (with amounts) that you have applied for or have received. The GC Group Fund highly recommends co-sponsorship, fundraising, corporate support, or other forms of subsidies, and will consider partial funding for such requests. Applicants should note that most medium-to-large-scale events/initiatives sponsored by the Fund have other sources of financial support, which are only supplemented by this Fund.
9. Click submit only if you have read and understood these instructions.
10. Within 14 days of the event, provide receipts and other relevant documentation to Jo Nixon at ejnixon@uchicago.edu. If possible, please provide receipts that have the applicant’s name and a date on them. Please provide digital copies with sufficient resolution. Though discouraged, you may use copies of credit card statements in extraordinary circumstances in place of a receipt.

Examples of Eligible Expenses

Examples of Activities That Could be Covered Under the Group Fund (non-exhaustive):

- Book club
- Painting class
- Mixers
- Mini-golf outing
- Health and wellness initiatives
- Hosting a virtual career development series

What is NOT covered by the Group Fund (non-exhaustive):

- Discretionary funds or non-specific miscellaneous expenses (i.e., emergency cash)
- Meals, food, drinks, coffee or other beverages (including alcohol)
- Services or gifts (e.g., speaker gifts, bartending, poster design)
- Any expenses related to travel (i.e., flights, lodging, fuel, and rental cars)
- Resources accessible through extant university mechanisms (e.g. the university library system for books and many research materials)
- Any purchases not pre-approved in the application budget