GSC FUNDING INFO SESSION

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Agenda

• Overview of GSC
• Funding Board
• Funding Process
• Funding Guidelines
• Important deadlines
• Reimbursement
• Q&A
Overview: GSC Structure

Executive Committee (ExComm)

- Officers
  - President
  - Vice-President
  - Secretary
  - Treasurer

- Committee/Board Chairs
  - Activities
  - Academics, Research and Career
  - Housing and Community Affairs
  - Orientation
  - External Affairs Board
  - Muddy Charles Board
  - ASA

NOM Board
Publications and Publicity
Funding Board

Graduate Student Council of the Massachusetts Institute of Technology
Overview: GSC finances

Flexible Income
- Career Fair
- GradRat Royalty & Volume Rebate

Fixed Income
- Institute (OGE)
- Stabilization Fund
- General Rollover

GSC Budget

Start of Year: Budgeting

ExComm
Nominations Board
Funding Board
P&P Board
ASA
AC
ARC
HCA
OC
EAB
Muddy

End of Year: Rollover
Funding Board

• Responsible for reviewing applications on Funding Board’s quarterly review cycle

• Comprises of 6 members:
  • GSC Treasurer
  • GSC President
  • ASA graduate student at-large
  • Graduate student at-large (appointed by Council)
  • Representative of the GSC Activities Subcommittee
  • ASA Treasurer
Funding Board

• Student groups supported by Funding Board:
  • ASA (Association of Student Activities) is a joint committee of the Undergraduate Association (UA) and GSC
  • ASA advocates on behalf of student groups to gain resources for student benefit
  • ASA-recognition gives student groups access to all the resources and privileges provided by ASA
    • Multiple categories into which groups fall under (more details)
  • **GSC provides funding to graduate groups under the ‘MIT-funded’ category**
    • More details on getting ASA recognition can be found [here](#)
  • GSC covers ~130 student groups currently ([link to group list](#))
GSC Funding Process

- After ASA recognition, student groups are asked to fill out a form to be added to GSC database
  - Added to the Funding Board mailing list (gsc-fb-@mit.edu)
- Call for applications are sent on a quarterly basis through this list and GSC Anno.
- There are four funding cycles:
  - Summer (July-September)
  - Fall (October-December)
  - Winter (January-March)
  - Spring (April-June) - End of fiscal year
GSC Funding Process

• Student groups are asked to fill out application (forms can be found on GSC’s website) with information about the event/expense.

• Some fields in the form that might need clarification:
  • Event/Expense Type
    • Event: One time gathering
    • Event series: Recurring events
  • Capital purchases:
    • Reusable items
    • Items that help groups achieve their goals
    • Items that will stay within the group
    • Well budgeted items
GSC Funding Process

• Funding categories:
  • Newly recognized student groups or groups re-recognized by ASA in the past two years
  • Collaboration – events organized by 2 or more student groups
  • Family programming
  • Public service event/initiative (in collaboration with PKG Center)
    • Should be targeted towards external beneficiaries
  • Diversity
  • Dorm orientation

• Expected attendance:
  • Reasonable fraction should involve graduate students
  • Estimates based on historical records
  • For new events, no good metric- but typically < 50
GSC Funding Guidelines

• Maximum funding for an event: $2000
  • Event budget > $2,000 or Attendance > 200: Apply to LEF/ARCADE
  • GSC will try to supplement shortfall

• Maximum funding per student group:
  • Depends on the size of the student group
  • Upper limit is $3,500 per group per cycle
  • **Please do apply for more than 5 events per cycle**
  • **Please do not apply for more than one event series**
GSC Funding Guidelines

• Do not fund
  • Alcohol
  • Speaker fees
  • Speaker travel expenses
  • Speaker gifts
  • Prizes

• Funding rarely provided for
  • Space rentals
  • Set-up
  • Off-campus events

• Funding for food
  • Desserts or snacks: $4 per person
  • Meal with self-prepared or catered/delivered food: $7 per person
  • Meal with cultural food integral to the cultural aspect of the event: $10 per person
GSC Funding: Timeline

- Call for applications
- Applications Due
- Allocations posted
- Start of cycle

45 days 30 days 15 days

Before
GSC Funding: What if I miss the deadline?

• Don’t worry! We have the appeals cycle!
• Appeals opened after allocations are posted for first round
• Three categories of applications reviewed:
  • Applications with incomplete information
  • Applications pending ASA allocation
  • New applications considered depending on availability of funds
    • Funding not guaranteed – depends on availability of funds
GSC Funding: Timeline

- **Call for applications**: Before the cycle starts, 45 days
- **Applications Due**: 30 days
- **Allocations posted, Appeals cycle begins**: 15 days
- **Start of cycle, Appeals deadline**: 20 days
- **Appeals allocations posted**: Start of the cycle
- **End-of-cycle, Post-event reports/reimbursements deadline**: After the cycle

**Please try not to plan events at the very beginning of the cycle or right after the appeal allocation announcement time to avoid stress!**
GSC Funding: Reimbursement

- Each group has a GSC Funding account
  - The allocations to each student group are conveyed to the SAO
  - Allocations are made on a credit basis
  - Authorize student groups to charge against the allocated amount
- After the event:
  - Submit post event report
  - If you spent money from your pocket, file for an RFP
    - Atlas -> My reimbursement -> Request an RFP (Use funding account)
    - Send RFP to SAO (Colin Codner or Mary Mango)
    - Print out the RFP, attach hard copies of the receipt and drop them off at SAO
GSC Funding : Reimbursement Issues

- What if charges exceed the allocation?
  - Charge them to your main account
- What if you receive a notification that there are insufficient funds?
  - Post-event reports :
    - Pending post-event reports will lead to a hold on reimbursements
    - **Post-event reports due at the end of the cycle.**
    - Check on Allocations and Reports page to see if your group has pending reports (or email me)
    - Submitted post-event reports? your group should appear under Archived Events
    - **If you are submitting your report late, please email me so that I can email SAO about releasing the hold**
  - Submitting receipts after the end of the cycle :
    - **We will not reimburse groups if receipts are not submitted by the end of cycle**
    - Have granted exceptions - but this is only once!
THANK YOU!!!
General Questions

- Other funding sources in GSC
  - Initiatives fund (for individual students)

- Other funding sources:
  - LEF/ARCADE
  - OGE (Office of Graduate Education)
  - GSLG (Graduate Student Life Grants)
  - OMP (Office of Multicultural Programs)
  - CRD (Community for Race & Diversity)