



Graduate Student Council

of the Massachusetts Institute of Technology

Funding Board Task Force Report

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Summary

The Funding Board Task Force was broadly charged with examining current GSC funding practices and providing recommendations for updating Funding Board processes, funding applications, and communication with students and student groups. The GSC currently has 15 different funding sources and applications housed on a combination of Knack and Google Forms. The Task Force generally recommends that:

- Cycle application deadlines be pushed up to allow for more thorough consideration and prompt notification;
- Funding applications be merged and streamlined so that students can automatically be considered for the correct fund;
- Application and post-event report questions be revised to capture more detail about expenses and event attendance;
- Post-event report submission be made a requirement for future funding;
- Additional application detail be posted with event allocations to increase transparency and provide good examples for future applications;
- Funding guidelines be overhauled to be more user friendly and more clearly state eligible expenses, appropriate level of application detail, and answers to common questions; and
- Renewed partnerships and dialogue with ASA, Sloan, and SAO be maintained to improve graduate student understanding of outside funding resources and promote harmonization.

Funding Board has already implemented several of these recommendations, Bylaws amendments will be forthcoming, and an overhaul of the GSC funding site and website will take place over the next several months.

Introduction/Background

Task Force Charge

Allocating funds to individuals and student groups within the graduate community is a significant way the GSC directly serves its constituents. However, the current system is inefficient, complex, and unresponsive to student needs. While updating Funding Board's internal guidelines is already underway, possible changes also include revisions to the GSC Bylaws, changes to the structure of GSC funds and applications, and updates to advertising and communication practices.

The Funding Board Task Force shall examine the current GSC Bylaws and Funding Board guidelines that determine how the GSC allocates to individuals and student groups through Funding Board. The Task Force shall propose revisions to the GSC Bylaws and Funding Board guidelines that simplify application procedures, promote consistency across funding sources, improve the timeliness of funding decisions, and encourage collaboration and use of underutilized GSC resources.

Current Status of GSC Funding

The GSC maintains 15 different funds, each with separate funding applications. These funds are listed below and more details about where they are housed and how they are administered can be found in *Appendix A: GSC Funding Sources*.

- Funding Board
 - Supports student group activities
- Collaboration Fund
 - Supports activities co-organized by at least three student groups
- Student Group Initial Funding
 - Supports activities for student groups recognized in the past two years
- Orientation Dorm Events Fund
 - Supports activities hosted by graduate dorms and the Thirsty Ear for new students during Orientation
- Diversity Fund
 - Supports programming that increases diversity on campus and promotes a welcoming and inclusive campus community
- Family Programming Fund:
 - Supports programming intended to support families with children and is particularly geared towards activity fees that are not covered under Funding Board guidelines
- Sustainability Grants
 - Supports sustainable programming and initiatives
- Public Service Fund
 - Joint Fund with the Priscilla King Gray Public Service Center that supports students in organizing community service events in the greater Boston area

- Athletics & Performance Grants
 - Support individuals and teams in competing in athletic events or music competitions, as well as hosting student music performances on campus
- Travel Grants
 - Support registration and travel expenses to support students in attending academic conferences to present their research
- Professional Development Exploration Grants
 - Support registration fees for students to attend workshops and conferences outside their area of research
- Initiatives Fund
 - Supports large-scale efforts that benefit the entire MIT graduate student community. Approved by the GSC General Council.
- Initiatives Line Item
 - Supports small-scale efforts that benefit the entire MIT graduate student community. Approved by the GSC Executive Committee.
- Council Representative Funding
 - Supports GSC Council Representatives in holding events to benefit their constituencies
- OneMIT Board
 - Supports programming designed to bring together students from at least three of MIT's Schools

Most of these funds are housed in a GSC funding database hosted on the Knack database site, but some still remain on Google Forms and Sheets. The sheer number as well as the heterogeneity of the funding applications poses problems for both student applicants and the GSC members who administer them.

Funding Cycles

Most GSC funds are awarded on quarterly cycles beginning in July to correspond with the fiscal year. This generally works well for Funding Board and other student group funds because the Association of Student Activities (ASA) Large Event Fund (LEF) and Assisting Recurring Cultural and Diversity Events (ARCADE) funding sources are awarded on the same cycle.

However, the general practice has been to set quarterly application deadlines on the 15th day of the month prior to the cycle start. This is problematic for several reasons:

1. Most funds require that groups begin publicizing events two weeks prior to an event. This is impossible for events near the cycle start, as groups would need to begin advertising at the same time they submit their applications.
2. It is logistically very difficult to turn around decisions rapidly, due to scheduling constraints and application volume. For reference, Funding Board alone typically gets about 140 applications each cycle. In addition, follow-up with students and groups is often needed to resolve questions raised by their applications.

3. Funding Board and related funds also have a formal appeals process after the first round of allocations is completed. The typical application deadline necessarily means that appeals will be decided after the cycle has already begun, which is not ideal for students' event planning efforts.

Therefore, Funding Board shifted its application deadline to be the 1st day of the month for the Summer/Fall II cycle application period. This was also done for the other quarterly applications. The change worked well. Unlike for the Summer/Fall I cycle, regular allocations were released well before the start of the cycle, and appeals allocations were finalized shortly after the cycle start.

While the change in application deadline has worked well logistically, it also means that students must plan their events up to four months in advance. In many cases this is perfectly reasonable, but in other cases, this lack of flexibility is troubling. In particular, this means that GSC funding is unavailable for events responding to unforeseen circumstances. To counter this issue, Funding Board has begun reserving a very limited amount of funds each cycle to support off-cycle allocations. These are awarded on a rolling basis after all appeals allocations are finalized for the term.

Finally, the GSC Bylaws should be updated such that the quarterly Funding Board allocations we currently run are valid. The Bylaws state that awards will be made once a semester, but quarterly allocations work better with the fiscal calendar and with the application deadlines set by outside funding organizations.

Travel Grants and Professional Development Exploration Grants are currently awarded on semesters. The summer semester spans two fiscal years, which is problematic. In addition, students do not always know five months ahead of time that they would like to attend a conference. The GSC ARC Committee is working on moving these gradually towards a quarterly cycle to alleviate these issues.

The Initiatives Fund and Initiatives Line Item are awarded on a rolling basis and are subject to approval by the GSC General Council and the GSC Executive Committee, respectively. The rolling nature of these applications is appropriate for their broadly-defined scope.

Streamlining Applications

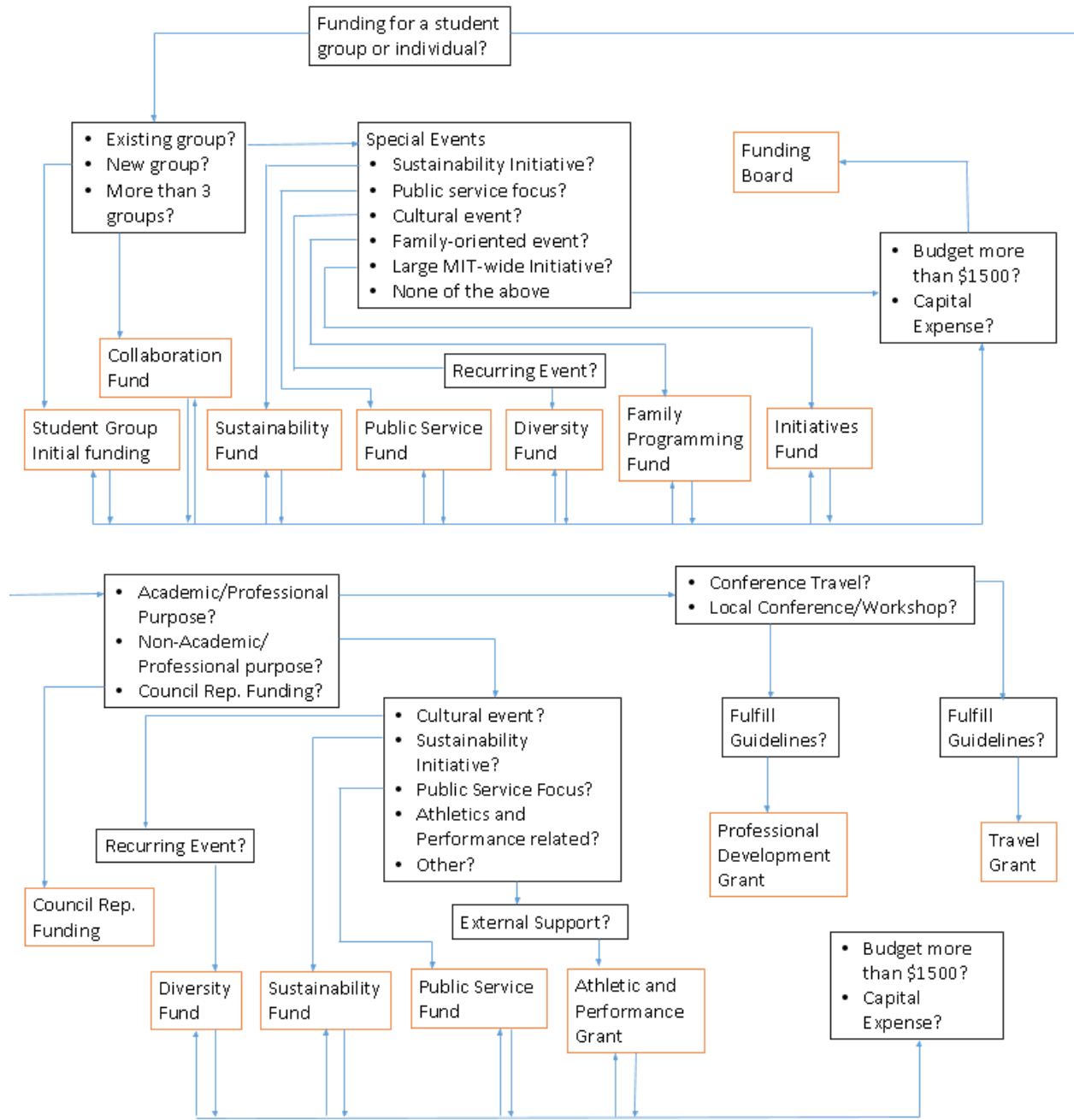
An individual or student group representative looking at the GSC funding application system currently in place will find it confusing and complex due to the large number of possible funds. Not only do the applications have different funding guidelines, different application procedures (i.e. via Knack, Google drive, direct email to GSC Treasurer), and different funding cycles, but it is unclear which fund should take preference in cases where the item qualifies for more than one funding source. For instance, a family-oriented event with a cultural theme such as an International crafts night for children may qualify for the Diversity Fund, Family Programming Fund, and Funding Board. It is also very likely that individuals and student groups

are not aware of the range of funding opportunities available to them and apply only to those they have applied in the past.

From the GSC and Funding Board perspective, having a wide array of funds with different funding guidelines, cycles, and application procedures presents administrative, accountability, and logistical challenges. Incoming Funding Board members, GSC Treasurers, and anyone involved with GSC funding issues will need to be briefed about all the existing funding sources so no mistakes are made when allocating funds, keeping records, or auditing expenditures. Also, from GSC Funding Board members' experience, some submitted applications are best suited for a different fund than what was originally indicated in the application, so Funding Board members and other evaluation committees have to keep track of and transfer applications between funding sources.

To solve some of the issues and make the application process more efficient and effective for both applicants and reviewers, we propose two modifications to the current system. The first idea is to merge some funds and combine the respective application procedures. Good candidates for this are Funding Board, Collaboration Fund, Student Group Initial Funding, Family Programming Fund, and Diversity Fund. The initial idea features complete merging of the funds so that student groups would submit a single application for items that are currently funded under these five funds since the funding guidelines are very similar. However, we discussed that the intention of having separate funds was to ensure funds would go to these specific types of events (e.g. to encourage collaboration between groups). Then, an alternative is to still have separate funds on the back-end (i.e. GSC Funding Board and budgeting) while having a single application for student groups combined with publicity and information encouraging groups to apply for collaborative, culturally-themed, or family-oriented items and events. Further discussion is needed to decide the best course of action with this idea.

The second idea involves developing and incorporating yes/no questions or checkboxes into the application process to route applications to the correct fund. One possibility is to have a page at the beginning of the application with several questions regarding funding amounts, purpose of the event, and special features (e.g. Cultural focus? Sustainability initiative? Collaborating with two or more other groups?). Answering "yes" to any of the questions would create tags that would suggest specific funds to the applicant and help determine if an application is not in the right fund. The actual wording of the questions will be discussed in detail before implementation to prevent misunderstandings. Another possibility is to have all applications routed through a flowchart that uses yes/no questions as shown below. The added benefit of this approach is that conditional logic can be used to ask targeted questions given previous responses. For example, a student group applying for funding for an event with a cultural focus (initial routing to the Diversity Fund), will be consequently asked about whether this is a recurring event and what is the estimated budget - based on these answers the application can be routed either to ARCADE, LEF, or the Diversity Fund.



While we propose these ideas to help streamline the funding application process and eliminate confusion and misunderstanding regarding funds, both will require future discussions with current and previous GSC Funding Board members and GSC Officers, as well as extensive testing, before they are implemented in the GSC funding application process.

Appropriate Event Detail and Post-Event Reports

Current Status of Application and Post-Event Reports

Applications for GSC funds should cover relevant information with an appropriate level of detail such that the application reviewers are able to make informed decisions and that the applicant can complete the application with clarity and efficiency. The Task Force identified the following major issues with the Funding Board application:

- Event attendance: Insufficient information about the anticipated event attendees makes it difficult to gauge how the event will impact the graduate community
- Budget: Insufficient information about how potential Funding Board support fits into the larger picture of the event's funding and the student group's funding
- General: Applicants and funding recipients are not always familiar with Funding Board policies (eligibility of events, process for obtaining/using funds, etc.)

The Task Force identified the following major issues with the Funding Board post-event reports:

- Event attendance: Same issue as with application
- Budget: Some post-event reports do not include an appropriate level of detail on how GSC funding was used

Proposed Solutions

To address these issues, the Task Force recommends the following revisions to the Funding Board application:

- Event attendance:
 - Ask about the expected proportion of attendees who are graduate students
 - For event series: Ask about overlap of attendees from event to event
- Budget:
 - Indicate status and amount of other funding applications
 - Estimate expected revenue/expenditure over this funding cycle from other sources/activities
- General:
 - Include a check box for applicants to indicate that they have read resources including Funding Board policies and expectations

The Task Force recommends the following revisions to the Funding Board post-event report:

- Event attendance: Same as above.
- Budget: Indicate appropriate level of specificity in instructions; include sample budget report as a guide
- For more information, see *Appendix B: Applications and Reporting*.

Post-Event Report Compliance

Post-event reports provide valuable information about whether or not funded events met expectations. They also enhance transparency and accountability, helping ensure that GSC funds are used optimally to serve the student body. In addition, they provide a record of funded events that student group leaders can use as a resource for planning future events. In order to increase compliance with post-event reporting, the Task Force recommends that Funding Board withhold funding allocations until post-event reports from the previous cycle are submitted. While student groups that fail to submit reports would still be eligible to apply to Funding Board, their allocations would not be released until outstanding post-event reports are submitted.

Transparency in Allocations

Currently, GSC funding allocations are posted publicly on the Knack funding site for most applications that are housed on the site, namely Funding Board, Collaboration Fund, Student Group Initial Funding, Orientation Dorm Events Fund, Sustainability Grants, and Public Service Fund. However, while these allocations are posted publicly, the information typically only includes the group name, the event name, and the allocation amount. It is the recommendation of the Task Force that additional information be released, including event description, anticipated attendance, outside funding sources, and proposed budget breakdown, as well as information from the submitted post-event reports about actual attendance and cost. This would make it easier for student groups to keep track of their own event details from year to year. It would also provide other groups with information about what kinds of events are being funded and how detailed their funding applications should be. Finally, it would provide better transparency for anyone who wanted to see exactly how GSC spends its student grant money. When the other group applications are added to the Knack site, the allocations should be similarly transparent.

In addition, the Task Force recommends that individual grants allocations be made available. Here, we will need to be more careful about privacy, but it should not be terribly invasive for funded applications to post the student name, allocation, and which conference or event they applied for.

Finally, the GSC Bylaws should be updated to reflect the fact that Funding Board meetings, while technically open, are not well-publicized due to scheduling constraints. In addition, appeals allocations are made in writing, not in person as stated in the Bylaws, to the Funding Appeals Board. In order to prevent against abuse in the future, the Bylaws should codify current practices for posting allocations, for responding to questions about unfunded events or expenses, and for allowing appeals applications to the Appeals Board.

Funding Guidelines

The Task Force identified a weakness in the existing funding application process in both the depth and clarity of funding prerequisites, requirements, and responsibilities. It is the

experience of GSC Funding Board members that, during past cycles, large numbers of applications have been received that were in relatively clear violation of funding board requirements. It is the opinion of this Task Force that the high likelihood of applicants making such errors is related to insufficient, incomplete, and unclear documentation of the application process and application requirements.

The current documentation of funding requirements exists in locations inline within the funding application itself and on the GSC Funding Board Guidelines page. This section focuses on the latter. The Funding Board Guidelines cover a broad base of topics, including:

- The nature and purpose of the Funding Board
- Eligibility
- The funding application process
- The reimbursement process
- Rules and responsibilities for GSC-funded events

While an enormous amount of information is already available on this page, it can be hard for applicants to find the information they are looking for due to the page's dense layout and inconsistent organization.

To understand which issues most needed addressing in this documentation, we looked at the most common errors and deficiencies in applications during previous cycles. These errors included:

- Application mechanics errors:
 - Selecting the wrong cycle for the event
 - Missing the application deadline
 - Applying for the wrong funding source
 - Incorrectly categorizing the event
 - Multiple application for collaborative events
- Application content errors:
 - Poor budget detail
 - Unclear which part would be covered by GSC
 - Not utilizing other appropriate funding
 - Too few budget details
 - Too many irrelevant event details
 - Unrealistic budgeting
 - For rarely-funded expenses (e.g. room rentals, A/V, set-up fees, advertising), missing precise details, invoices, and justification
 - Applying for non-allowed expenses:
 - Gifts for participants
 - Fees for outside speakers or entertainment, including DJ's
 - Food exceeding per-person budget guidelines
 - Improper or inappropriate event planning:
 - Clearly inaccurate attendance projection
 - Applying for funding for events not accessible to all grad students

To address these issues, we propose multiple significant documentation revisions and additions.

Significant revision of the Funding Guidelines page.

We believe the many nuts-and-bolts mistakes made by applicants can be addressed by revision of the existing Funding Guidelines page, to optimize accessibility of relevant information. Our proposed revisions focus on:

- Reordering sections to bring GSC funding availability, timeline, and basic requirements to the beginning
- Significant expansion of the discussion of eligibility
- Separation of before- and after-application steps into their own sections, to make the process easier to parse
- Movement of large amounts of information from the “Requirements and Considerations” section into more appropriate sections, often in combination with the changes listed above
- Reorganization of the remaining information in “Requirements and Considerations” into subsections sorted by application or event type.
- Clarification and expansion of application requirements based on common application errors and deficiencies observed from past application cycles, as described above.

A preliminary proposal for making such edits is available in *Appendix C: Funding Guidelines* but is still under revision.

Addition of example applications

We believe many of the particular budgeting and event specification issues seen in event applications can be addressed by supplying applicants with an example application that they can use as a template and as a reference for the appropriate amount of detail. These applications could be drawn, with permission, from previous application pools, or drafted in the coming weeks as part of the overall documentation and workflow overhaul.

Additional references to external funding source overviews

Multiple MIT organizations, including the ASA and SAO, host web pages detailing funding sources and event planning guidelines for student groups. As appropriate throughout these revisions, we propose referencing these overviews. We tentatively propose drafting a graduate-student-group-focused version of these guidelines if there is sufficient interest.

Harmonization with Outside Organizations and Funding Sources

While GSC funding is often the first or only stop for many graduate students seeking funding for travel or events, there are many other funding sources available at MIT. The most common ones are Graduate Student Life Grants (GSLG), administered by ODGE, and

LEF/ARCADE, administered by ASA. It might be helpful for these sources to lay out how they differ from GSC funding to help orient students when they are applying. As mentioned above, there are also a number of other sources, many of which have been compiled by the Student Activities Office (SAO) in a somewhat out-of-date list. We propose working with the SAO to update this list as a useful resource for students.

In addition, Sloan maintains its own separate student groups that are not ASA-recognized and which are eligible for Sloan funding but not GSC funding. This setup does not appear to be serving students very well, as the funding model contributes to Sloan students' isolation on campus and puts Sloan clubs at a disadvantage for funding. For instance, many of Sloan's clubs require member dues, which is not the case for typical ASA-recognized student groups. While there are no immediate actions the GSC can take to mitigate this problem, the Task Force strongly recommends we remain engaged with the Sloan Senate to understand how we can better serve students and student groups together.

Appendices

Appendix A: GSC Funding Sources

Appendix B: Applications and Reporting

Appendix C: Funding Guidelines

Appendix A: GSC Funding Sources

Funding Source	Who can Apply?	Funding Cycles	Reviewers	Application Location	FY17 Budget	Notes
Funding Board	ASA-recognized groups	Quarterly	6-member Funding Board (FB) and 3-member appeals board	Knack	\$ 211,000.00	
Collaboration Fund	3+ student groups (one must be ASA-recognized)	Quarterly	FB	Knack	\$ 5,000.00	
Student Group Initial Funding	ASA-recognized groups	Quarterly	FB	Knack	\$ 3,000.00	For groups <2 years old
Orientation Dorm Events Fund	Grad Dorms	Orientation	OC	Knack	\$ 12,900.00	
Diversity Fund	Anyone	Quarterly	FB	Google Forms	\$ 2,500.00	
Family Programming Fund	Anyone, typically Eastgate & Westgate	Quarterly	FB	Google Forms	\$ 6,000.00	
Sustainability Grants	Anyone	Quarterly	GSC Sustainability + GSC Treasurer	Knack	\$ 7,000.00	
Public Service Fund	Anyone	Quarterly	GSC Treasurer + PKG Center employee + grad student	Knack	\$ 32,974.68	Fund to be used until exhausted
Athletics & Performance Grants	Anyone	Quarterly	GSC Treasurer + 2 grad students	Google Forms	\$ 16,000.00	
Travel Grants	Anyone	Semesters	ARC + grad student	Knack	\$ 38,094.10	
Professional Development Grants	Anyone	Semesters	ARC	Knack	\$ 5,000.00	
Initiatives Fund & Line Item	Anyone	Rolling	GSC General Council/ GSC ExComm	Google Forms	\$ 35,819.40	Unused funds released at end of year
Council Representative Funding	GSC Council Reps	Semesters	GSC VP	Knack	\$ 14,000.00	
OneMIT Board	Anyone	Quarterly	OneMIT Board (reps of 5 schools + GSC Treasurer + GSC President)	Google Forms	\$ 15,000.00	

Appendix B: Applications and Reporting

This Appendix shows the proposed updated versions of the Funding Board application and post-event report.

Funding Board (Student Group Events & Capital Expenses)

Graduate Student Council funds a large number of student groups small (Less than \$800 or less than 120 expected attendance)

& medium sized (More than \$800 or more than 120 expected attendance) events and capital expenses.

Please fill out the form carefully, you will not have a chance of editing your application after submission.

If your group is not in the drop down menu, please contact gsc-treasurer@mit.edu.

Before completing this application, please review the following information regarding Funding Board policies:*

(checkbox): Funding Board Guidelines (link)

(link)

(checkbox): Funding Board Steps to Receive Funding

Receiving Funding (link)

(checkbox): Funding Board Requirements after

(checkbox): Student Group Treasurer Guidelines (link)

(checkbox): Overview of GSC Funding sources (link)

Year *

Cycle *

- Summer/Fall 1 July - August - September
- Summer/Fall 2 (October - November - December)
- Winter/Spring 1 (January - February - March)
- Winter/Spring 2 (April - May - June)

Name *

First

Last

Email *

Group Name *

Main account balance? *

Please enter your main account balance in dollars. Do NOT enter your group's account number.

Event/Expense Type *

- Small
- Medium
- Capital Purchase

Event Name *

Event Date *

Event Location *

Projected Attendance *

IF this event is an event series, please indicate the projected attendance at each event in the series, separated by commas (i.e. 40 people, 60 people, 40 people).

Total attendance:

Graduate student attendance:

Non-MIT attendance:

Prior Attendance *

Event Description *

Please explain the main objectives of this event and how it will impact the MIT community. Please also outline all aspects of the event logistics. IF this is an event series, please comment on whether or not the intended audience is the same for all events in the series.

Alcohol

Requested Budget *

Budget Breakdown *

*Your application will be stronger if you are specific. Your budget breakdown should include an itemized list of proposed expenditures, with the rationale behind how these numbers were estimated (i.e. Dinner for attendees: \$7/person * 20 people = \$140). Please also comment on how Funding Board funding would fit into the larger picture of your group's funding this cycle (total available resources, anticipated revenue and expenditure, etc.). Be sure to indicate the other funding sources you are applying to, along with the amount and the status of your application..*

Post Event Report

Please fill out the below form carefully. In case of questions please contact gsc-treasurer@mit.edu .

Event Name *

Event took place?

Final Event Date/Time/Location *

Summary of the Event *

Attendance *

IF this event is an event series, please report attendance at each event separated by commas (i.e. 32 people, 44 people, 37 people).

Graduate Student Attendance *

Non-MIT Attendance *

Expenditure breakdown *

*Please be specific. Your expenditure breakdown should include an itemized list of all expenditures, with information on where these numbers came from (i.e. Dinner for attendees: \$7/person * 20 people = \$140; catered by [Restaurant Name]). You should include all categories listed in your original Funding Board application, and you must explain all deviations from your proposed budget. Indicate which portions were funded by Funding Board, and which portions were funded by other sources.*

Here is an example of a thorough budget breakdown: [LINK TO SAMPLE EXPENDITURE BREAKDOWN FROM A REALLY WELL DONE POST-EVENT REPORT.](#)

How much was spent from the allocation? *

Other Funding Sources *

Date of the advertisement in Anno *

Other means of advertisement and dates *

Link to MIT Events Calendar Posting * 

Report Submitter Name *

First

Last

Report Submitter Email *

Appendix C: Funding Guidelines

This Appendix shows proposed revisions of the GSC Funding Guidelines.

The goal of GSC funding is to encourage social life on campus, to improve the lives and work of graduate students, to increase the visibility of the GSC, and to ensure that the special needs of graduate students will be addressed. ~~The fairness and openness to all graduate student groups are the duties of the GSC Funding Board.~~ It is the duty of the GSC Funding Board to ensure equity of funding to all graduate student groups.

Funding is allocated four cycles <hyperlink to cycle section> throughout the year, and can be applied for in the month before the cycle. Funding is never guaranteed until the Funding Board meets and votes on the application. Special considerations are not given to events that have occurred in the past. Funding Board application cycles are often highly competitive – the Funding Board will make every attempt to give each student group as much funding as possible, but many events will be partially funded or not funded at all depending on the cycle.

~~The GSC Funding Board is described in the GSC Bylaws, Article II, Section C, Part 3. The Allocations Board is composed of the GSC Treasurer, ASA Treasurer, the GSC President, one GSC Activities Committee Chair, one ASA Graduate Member-At-Large, and one Graduate Student Member-at-Large appointed by the Council. The Appeals Board is composed of the GSC Treasurer, GSC Vice President, and one ASA Member-at-Large.~~

Eligibility
Steps to Receive Funding
~~Alcohol Policy~~
Funding Allocation Meetings
Requirements and Considerations
GSC and the Funding Board

Eligibility

~~What is Funded~~

- ~~1. Events~~
- ~~2. Medium Events~~
- ~~3. Capital Expenses~~

Any ASA-recognized <hyperlink to definition> student group which has >50% graduate membership is eligible to apply for GSC Funding Board funding.

What is Funded:

1. Small Events (<\$800 and fewer than 120 attendees)
2. Medium Events (>\$800 or more than 120 attendees)

3. Capital Expenses

Consider that all events using GSC Funding Board funding must be open and of interest to all MIT graduate students, and must be advertised campus-wide. See Requirements and Considerations <hyperlink> for detailed information about using Funding Board funding to support your event.

Steps to Receive Funding

1. Receive ASA recognition <hyperlink> as a >50% graduate group before the funding application deadline.
2. Plan and budget your event or capital expense. More carefully planned events are more likely to receive funding. Refer to the Student Activity Office's event planning guide. <hyperlink to <http://web.mit.edu/eventguide/basicevent/eventplanning.html>>
3. Apply for funding from GSC <add hyperlink here> before the posted deadline <add hyperlink here>. See <Application Hints> for more information on forming an application.
4. If requested to by the Funding Board, come to the Allocation Meeting to answer questions about your requests. Contact gsc-treasurer[at]mit[dot]edu immediately if your group wishes to reschedule the Allocation Meeting with the Funding Board or waive the right to appear at the Allocation Meeting.
5. Preliminary funding decisions will be posted by <date>. Partially or completely rejected proposals can be appealed by doing <blank> by <date>.
6. Final funding allocations will be posted by <date>, and may be accompanied by restrictions that must be respected for the funding to be awarded.

Requirements After Receiving Funding:

1. Funding Board supported events must be publicized at least two weeks in advance using the MIT's Events Calendar and/or posters. Here is the link to **add events**.
 - o Be sure to include *GSC Funding Board* (group code 2800) as a co-sponsor on the Events Calendar. (View currently**posted events**).
 - o Use the **Funding Board logo** (black or white) on all advertisements.
 - o Note that paper posters are not required and should be used with the knowledge that they generate low awareness and large amounts of waste.
2. Sufficiently large events must be registered on atlas.mit.edu. See the SAO event planning guide for more information.
3. Submit both the electronic and hard-copy components of each reimbursement request before 5pm on the funding cycle deadline, as set by the GSC treasurer:
 - o Student groups are encouraged to use the online **SAPweb Request for Payment** (RFP) service. Please reference the funding period (Summer/Fall Round 1, for example), event title, and event details in the reimbursement form.

- Submit the scanned receipts, scanned proof of payment, and an electronic print-out of the MIT calendar listing as attachment. Accepted formats include pdf, jpg, png, gif or bmp.
 - Please fill in the 'cost object' with your group's *funding account* number, and use G/L account 420344 for event expenses, and G/L account 421588 for capital expenses.
 - Please choose the treasurer or other financial signatories of your group as the recipient for approval.
 - The original itemized receipts, a print-out of the MIT Events Calendar listing, and proof of payment (remember, MIT is **tax exempt**) should be sent to the Student Activities Office (W20-549).
4. Comply with the Institute and GSC Alcohol Policies. Failure to comply with MIT policies and/or GSC Funding Board Guidelines could lead to citations and/or warnings from the GSC Funding Board regarding the GSC funding related issues, and/or a failure on the part of the GSC to provide funding and/or reimbursement. In order to help graduate student groups coordinate and run events smoothly and follow MIT policies and GSC Funding Guidelines, members of the GSC Executive Committee will visit GSC-funded events from time to time.

~~GSC Funding Board Alcohol Policy~~

~~GSC Funding Board funds cannot be used to buy alcohol. However, alcohol may be present at a Funding Board sponsored event if other funding sources are used to purchase the alcohol and the event fully complies with all MIT Alcohol Policies, including the additional restrictions which apply to student groups.~~

Funding Allocation Meetings

Funding allocation meetings are usually held in the week after the funding application deadlines. The exact dates and schedules of funding application deadlines and funding allocation meetings will be posted on the Funding Board web page and will be distributed by email through the GSC funding **mailing list**. New requests for funding may or may not be accepted in the Appeals meeting depending upon funds available.

Requirements and Considerations

I. Small and Medium Events

- Scope and publicity requirements:
 - A small event expects to draw <120 attendees and requests <\$800. A medium event expects to draw >120 attendees and requests >\$800. Allocations in excess of <amount> are extraordinarily unlikely to be granted. Event funding will be awarded only for *specific* events, and not for blanket funds or long-term expenses.
 - A graduate student group may apply for up to three small events and one medium event per cycle.
 - Events must be open and of general interest to all MIT graduate students. Events meeting graduate student needs are given higher consideration.

- Events must charge all MIT students, whether they are the members or non-members of the student group, the same entrance fee if greater than half the total funds are from the GSC
- Events must be advertised campus wide with the GSC name (or logo in the case of posters), which should not be less than 5% of the paper used for advertising, in the GSC Anno and on the Events Calendar, at least 14 days before the event. Use the GSC Funding Board as a sponsor, and NOT the Graduate Student Council.
- ~~Event must be posted on the Events Calendar at least 14 days before the event and include GSC Funding Board as a sponsor, and NOT the Graduate Student Council.~~
- ~~Advertising must include all relevant information in English~~
- Proposal and planning requirements and considerations:
 - Only ASA recognized groups with the status of “MIT funded” and consisting of >50% graduate students may submit applications to the Funding Board.
 - Events demonstrating forethought and preparation are given higher consideration.
 - Funding for food will be as follows:
 - Desserts or snacks only– \$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
 - The size of a student group, and the history of an organization’s activities and use of funding awards, will be considered when allocating funding.
 - Funding awards may include certain restrictions or prerequisites for reimbursement. Funding allocations not used during the period for which it was awarded is lost and goes back into the pool to fund groups for the next term.
 - The Funding Board will not fund speaker fees/honoraria, speaker travel expenses, speaker gifts, or prizes. This includes performers and DJs.
 - The Funding Board will not fund explicit gifts for participants, including gift cards.
 - Venue/space rental and set-up funding requests are very rarely approved; use on-campus CAC spaces available at no cost to student groups. Preference is given to events held in easily accessible on-campus spaces.
- Execution requirements:
 - Only original itemized receipts will be reimbursed. A credit card receipt without itemization is not sufficient. Sales tax will not be reimbursed. ~~Contact the GSC office~~

II. Capital Expenses

- Items that will be reused for many events are given high consideration
- Items that will help student groups meet their goals are considered
- Items that will stay with the student groups are given high consideration

- Well budgeted items will receive higher consideration
- All capital expenses must follow the Institute policies and guidelines on capital purchases
- [\[More detail about types of expenses that have been previously approved\]](#)

GSC and the Funding Board

The GSC Funding Board is described in the GSC Bylaws, Article II, Section C, Part 3.

The Allocations Board is composed of the GSC Treasurer, ASA Treasurer, the GSC President, one GSC Activities Committee Chair, one ASA Graduate Member-At-Large, and one Graduate Student Member-at-Large appointed by the Council.

The Appeals Board is composed of the GSC Treasurer, GSC Vice President, and one ASA Member-at-Large.