

**Graduate Student Association Application
for Funding/Co-Sponsorship
Updated 11/12/01**

Directions:

In order to request funds from the Graduate Student Association (GSA), all sections of this form must be complete. Any student organization, which has graduate students as part of its constituency, may apply for funding. All funding requests will be reviewed by the Financial Services committee, and approved only by the GSA general assembly.

For co-sponsorship, the contact person must be a GSA member. Either the requestor or contact person will be placed on the agenda for an upcoming GSA meeting of their choice, but occurring at least one month prior to the event for which funding is requested. The funding request, along with details of the benefits of the events to Graduate students must be presented at the general meeting. A motion to fund the group for the amount felt appropriate by GSA must be passed.

Funding will be given on a reimbursement basis, or GSA can be directly billed for the agreed amount by a supplier only after the event has taken place.

GSA will require that the group report on the event at the GSA meeting immediately after the event. This may be delivered by a GSA member who was in attendance at the event. The report should include the relative success of the event and written documentation of the graduate students in attendance. Failure to provide this information will affect future funding requests.

The GSA reserves the right to deny funding to any group if the request is not considered to benefit the graduate student population.

Please return the completed application to:

**Graduate Student Association/Application for Funding/Co-Sponsorship
621 West Lombard St.
Baltimore Student Union, Room 215
Baltimore, MD 21201**

Graduate Student Association Application for Funding/Co-Sponsorship

Please Print or Type the Following Information.

Name of individual making request: _____

Campus Address/Phone: _____

Email Address: _____

Organization making Request: _____

Date request is made: _____

GSA Contact Person: _____ Department/School: _____

Name of Event: _____

Description of Event: _____

Date/Time of event: _____

Location of event: _____

Estimated number of people attending event: _____

Estimated **Total cost** of event: _____

Itemized list of **total** goods/ services for the event (rental, food, entertainment, etc.)

ITEM	COST	VENDOR

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Name of other organization(s) for which request for funding was made:

Amount of funds requested from other source: _____

Amount of funds granted by other source: _____

Amount of funds requested to be provided by the GSA.

What will happen if the GSA chooses not to fund the event? _____

As a condition of funding, the Graduate Student Association must be identified as a **CO-SPONSOR** on any and all types of advertising. Please indicate how the event will be advertised to attract graduate students. _____

Will tickets be required for admission to this event? _____

If YES, how will tickets be made available to graduate students? _____

How will the proceeds of the ticket sales be used by the organization? _____

The attached **Statement of Understanding** must be signed by a representative of the organization requesting funding and must be presented with this application.

Statement of Understanding

I, _____, am associated with

_____, the organization requesting funding from the Graduate Student Association. I have read and understand the Guidelines for GSA spending and co-sponsorship of events as well as the directions for completing this application. I fully understand that any funds received from the GSA will be used solely for the event and purpose presented in this application.

GSA Disclaimer: It is my understanding that the GSA assumes NO responsibility for the loss, damage, or injury of any person or property which may occur during any event for which funding has been granted. Security arrangements, safety of the participants, clean up and control of the event are the sole responsibility of the organization requesting funding. The GSA is relinquished from all liability associated with such damages.

Print your name clearly: _____

Signature: _____

Date: _____

Guidelines for GSA spending and co-sponsorship of events:

Any group requesting GSA to commit funds for co-sponsorship of an event must comply with the following policy:

1. A written request must be sent to the GSA president and treasurer which states:
 - A. The date, times, and places of the event.
 - B. What measures will be taken to advertise the event to graduate students in all schools on campus.
 - C. An estimate of the amount of money being requested from the GSA, what the money will be spent on, and an itemized budget for the total event.
 - D. What the funding source of the group is, and what will happen if GSA chooses not to support the event.
 - E. The name, address, and telephone number of a contact person.
2. For co-sponsorship, the contact person must be a GSA member. This member will then be placed on the agenda by the GSA secretary for an upcoming GSA meeting. The contact person must present the funding request at the general meeting along with the details of the event. A motion to fund the group for the amount felt appropriate by the GSA must be passed.
3. Funding will be given on a reimbursement basis, or the GSA can be directly billed for the agreed amount by a supplier only after the event has taken place.
4. GSA will require that the group report on the event at the GSA meeting immediately after the event. This may be delivered by a GSA member in attendance at the event. The report should include the relative success of the event, and written documentation of the graduate students in attendance. Failure to provide this information will affect future funding requests.
5. For Graduate Research Day, The GSA At UMB will require that the GSA at UMBC consult extensively with the UMB GRC Co-Chair to formulate a spending plan that is agreeable to both groups. The spending plan must meet the approval of the executive committee of the UMB GSA. Failure to provide a spending plan in advance of the event may result in a executive committee decision to give reimbursement for a lesser amount, but not less than half of the total expenditures for the previous year.
6. Expenditures for the robing ceremony constitute an exception to the above guidelines. The funding proposal will be negotiated between the executive committee and the dean of the Graduate school. The proposal will be presented at a GSA meeting and voted on for a matter of record keeping.

The GSA reserves the right to deny funding to any group if the request is not considered to benefit the graduate student population.