2015-2016 GPSS FUNDING INFORMATION

Special Allocations

Funding Rules

The GPSS, in consultation with the University has created several funding policies, to govern the use of state funds in the Special Allocation process.

- Funding may not be allocated retroactively. No reimbursements may be made for costs incurred prior to the approval of funding.
- Allocations approved by the GPSS F&B committee must be transferable to a University of Washington budget code other than the codes controlled by the GPSS.
- The GPSS will only receive applications for funding from Seattle campus RSOs.
- Applicants are required to indicate an estimated cost per person attending the event.
- Funding is contingent upon attending a GPSS Finance and Budget committee meeting and satisfying the committee members that funds will be used to enrich the graduate and professional student experience at the UW Seattle campus.
- Funds may not be used to support the instructional mission of the University, including the purchase of materials for program operations.
- Funds may not be used for purchasing gifts, prizes, or making loans.
- Funds may not be used for the purchase of food or beverages.
- Funds may not be used to subsidize student travel.
- Funds may not be used for lobbying to influence legislation, campaigning for a political candidate, initiative, or ballot measure.
- Funds may not be used for capital purchases.
- Funds may not be used for off-campus events.
- Revenue generated by a GPSS sponsored event should accrue back to the GPSS. Accrual of revenue may be proportional to the GPSS’ share of funding contributions if the GPSS is not the sole funder. For 2015-2016 this will be 5% of net revenues.
- Out-of-town guest speakers or performers whose travel costs are subsidized by the GPSS cannot hold additional speaking or performance engagements in the Seattle vicinity during their visit unless the GPSS F&B committee agrees in advance.
- The Finance and Budget Committee reserves the right to ask RSOs for information about their event after its completion.

Advertising Guidelines

- Events funded by the GPSS must be publicized to graduate students.
This can easily be done by briefly presenting at a GPSS meeting and providing posters that GPSS Senators can share with their constituents.

- Events funded by the GPSS must bear the GPSS logo on all promotional items and media (Download the logo here: here).
- Events funded by the GPSS shall be free and open to at least one GPSS representative to attend the event. That representative shall be provided, by the event organizers, an opportunity to speak about the GPSS, its programming, and funding opportunities. In lieu of a GPSS representative speaking at the event, the GPSS may require that an event organizer or RSO representative speaks on GPSS’s behalf, indicating that funding was provided to the event by GPSS.
- Organizers of events funded by GPSS will be required to submit a post-event report to the GPSS Budget Specialist no later than two weeks following the date of the event.
- Organizers of events funded by GPSS are encouraged to photograph the event and provide those photos to the GPSS Budget Specialist (gpssbudg@uw.edu) no later than two weeks following the date of the event. These photos will be used on the GPSS website as record of events funded by the Finance and Budget Committee.
- All publicity must comply with the Americans with Disabilities Act of 1990 by including the following notice:

  The University of Washington is committed to providing access, equal opportunity and reasonable accommodations in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the disability services office at least ten days in advance at: 206-543-6450/V, 206-543-6452/TTY, 206-685-7264/F or dso@uw.edu.

**Funding Guidelines**
The GPSS Finance and Budget committee favors applications with the following qualities:

- Graduate and/or professional students involved in planning the event
- High proportion of graduate and professional students in attendance
- Sound budgets with some degree of itemization
- Budget vs. Actual reports if the event has been put on in previous years

**Funding Caps**

- RSOs with one large event per year
  - One application
  - $750 cap
- RSOs with multiple small/medium events per year
  - $400 cap per quarter
  - Eligible to apply each quarter
  - No guarantee that request will be funded each quarter.
Departmental Allocations

Funding Rules

Proposals must meet policies set by both the GPSS and the University of Washington for appropriate use of state funds. These policies include the following:

- Capital goods funded by the GPSS must be purchased and installed in department facilities by the end of the quarter following the approval of funding. Allocations funded during the Spring Quarter must be purchased and installed in department facilities by the end of the following Fall Quarter, or funds will be revoked.
- Applications must show evidence of consultation with the student body of the department.
- Applications must be supported by substantiating evidence of the cost of items to be purchased. This may include invoices, estimates from vendors, or price quotations from websites.
- Funds may not be allocated retroactively. No reimbursements may be made for costs incurred prior to the approval of funding.
- Allocations approved by the GPSS must be transferable to a University of Washington budget code other than the codes controlled by the GPSS.
- The GPSS will only receive applications for funding from Seattle campus degree-granting departments.
- Items obtained through departmental allocations must be properly stored and maintained by the requesting department.
- Good attendance at GPSS Senate Meetings may be considered while evaluating requests.
- Funds may not be used to support the instructional mission of the University including the purchase of materials for program operations.
- Funds may not be used for purchasing gifts, prizes, or making loans.
- Funds may not be used for the purchase of food or beverages.
- Funds may not be used to fund student travel except departmental retreats, under the following conditions:
  - Must have an academic or professional component.
  - Be open and accessible to all students within the department.
  - Be held at State-owned property.
- Funds may not be used for lobbying to influence legislation, campaigning for a political candidate, initiative, or ballot measure.
- Revenue generated by a GPSS sponsored event should accrue back to the GPSS. Accrual of revenue may be proportional to the GPSS’ share of funding contributions if the GPSS is not the sole funder.
- Out-of-town guest speakers or performers whose travel costs are subsidized by the GPSS cannot hold additional speaking or performance engagements in the Seattle vicinity during their visit unless the GPSS F&B committee agrees in advance.
- The Finance and Budget committee will use the following guidelines in allocating funding, although the committee may allocate more or less funding based on the merits of the application.
For Departments/Programs that Share a Lounge Space

- Only one request per year, per shared lounge will be allowed for an item that can be used by the departments/programs that share the space
- The department/program making the request needs to have the approval of all other departments/programs that share the space
- The lounge space item(s) request does count as the sponsoring department/program's yearly request
- The funding amount for which a request is eligible is based on the number of students in the department/program that is sponsoring the request
- Funding amounts are based on the current guidelines (see below)
- Joint requests (i.e. applications sponsored by multiple departments/programs that share the same lounge) are looked upon favorably and may be eligible for an increased funding level
- Departments/programs that share a space, but are not applying for items that will be shared with the other departments/programs are still eligible for their own funding. Such requested items may be stored in the shared space

Advertising Guidelines

- Applicants are strongly encouraged to send "before and after" photos to the GPSS Budget Specialist (gpssbudg@gmail.com), showing capital items installed in department facilities, and bearing the GPSS sticker. Consideration for future funding will rely heavily on fulfillment of the recommendation
- Events funded by the GPSS must be publicized to graduate students
- Events funded by the GPSS must bear the GPSS logo on all promotional items and media (GPSS Logo)
- All publicity must comply with the Americans with Disabilities Act of 1990 and include the following notice:
  
  The University of Washington is committed to providing access, equal opportunity and reasonable accommodations in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the disability services office at least ten days in advance at: 206-543-6450/V, 206-543-6452/TTY, 206-685-7264/F or dso@uw.edu

Funding Caps

- Capital Items: $1000 per program per academic year
- Retreats: $15 per person in the program/department with a maximum of $750 per academic year.
- Whenever possible, capital goods funded by the GPSS must carry a "Funded by GPSS" sticker, as provided by the Finance and Budget Committee.

**Funding limits are flexible at the discretion of the F&B Committee, but require further approval from the GPSS Executive Committee**