



M-02.18-19 Memorandum on Special Projects Fund Allocation

To: GPSS Executive Committee
From: Robby Perkins-High, GPSS Treasurer
Date: 10/31/2018
Subject: GPSS Special Projects Fund Allocation

Introduction

The Graduate and Professional Student Senate approved a budget line, the “Special Projects Fund”, in the amount of \$10,000 for FY19, to be used for new GPSS initiatives. There is currently not a clearly defined process for the allocations of these funds.

Special Projects Fund Allocation Policy

As the fund is limited in quantity, any funding decisions about a specific project will have a strong impact on the available funding for other proposals. Due to this constraint, projects will be considered simultaneously rather than on a rolling basis. The process for allocation will be as follows:

1. The Treasurer, in conjunction with the Budget Specialist, will create and distribute a “Special Projects Fund Project Application” that will include, but not be limited to, a description of the project, the benefit of the project in furthering the mission of GPSS, and a specific funding amount request.
2. All Executive Board members will be entitled to submit project proposals. These proposals may be generated independently, through discussion with relevant committees, or through suggestions from members of the Senate or the community. Proposals may be for projects to be implemented during any part of the year, but may not be funded retroactively.
3. The Executive Committee will set a submission deadline, during Fall Quarter, by simple majority vote.
4. After the submission deadline has closed, the Finance and Budget committee will review all applications during their regular meetings and issue a funding decision by majority vote. The Finance and Budget committee may issue any denomination of the maximum funding for the year, including a recommendation not to distribute all available funds. If all funds are not allocated, the F&B Committee will issue a recommendation for a future application deadline during Winter or Spring Quarter.
5. A representative from the Finance and Budget Committee will present the decision to the Executive Board, including an explanation of the rationale and criteria used.
6. The Executive Committee may reverse the allocation decision by a $\frac{2}{3}$ majority vote. In this instance, the entire funding allocation would be decided by a simple majority vote of the Executive Committee.
7. A member of the Finance and Budget Committee shall present the final allocation to the the Senate at the subsequent meeting.

Policy Implementation

With a majority vote of the GPSS Executive Committee, this memorandum shall stand as official GPSS policy, subject to review by the GPSS per Article VI, Section A, Clause 4 of the GPSS Bylaws¹. This memorandum may be amended by a simple majority vote of the GPSS Executive Committee.

¹ “Any actions of the Executive Committee are subject to review by the GPSS.”

Robby Perkins-High, GPSS Treasurer