**UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.**

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*$$* ***Interdepartmental Activity Funding***

(Revised 7/23)

 **I. Purpose**

The GSA Interdepartmental Activity Funding is set up to encourage social and academic activities that foster interdisciplinary scholarship and/or relationships between students of different departments. Any group of two or more GSA Departmental Clubs may request up to $750 of Interdepartmental Activity Funding.

**2023-2024 Funding Request Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sept.** | **Oct.** | **Nov.** | **Dec.** | **Feb.** | **Mar.-Apr.** | **May-Jul.** |
| **Proposal Deadline** | 8/30\* | 9/20 | 10/18 | 11/21\* | 1/24 | 2/21 | 3/20 |
| **Finance Committee Meeting**† | 8/30 | 9/27 | 10/25 | 11/29 | 1/31 | 2/28 | 3/27 |
| **Board Meeting**† | 9/6 | 10/4 | 11/1 | 12/6 | 2/7 | 3/6 | 4/3 |

†Representatives **must** attend meetings of both the GSA Finance Committee and GSA Board of Directors to speak about the event.­
\*The first deadline, August 30th, is only one week prior to the Board meeting due to the beginning date of the new school year. The November proposal deadline is on Tuesday instead of Wednesday due to Thanksgiving Break.

**II. Proposal Process**

All proposals must be submitted to the GSA office by the appropriate deadline (see the schedule above). Late submissions will not be reviewed.

* Outline of Proposal Process:
	+ After the proposal deadline, the GSA Finance Committee (GSAFC) will review the proposal during its regularly scheduled meeting.
	+ The GSAFC will then recommend to the GSA Board of Directors to approve, reject, or conditionally approve all or part of the requested funds.
	+ The following week the GSA Board of Directors will hear the GSAFC’s recommendation and vote on the proposal. The Board's decision is final.
* A member of the organizing departmental club should be designated as a contact person whom the GSAFC and GSA Board of Directors may approach for clarification on matters pertaining to the proposal.
* The organizing departmental club representative and a representative from at least one of the other participating departmental clubs must attend both the GSAFC meeting and GSA Board of Directors meeting where the proposal is to be reviewed. The representatives will be asked to speak about the proposal at both of the meetings and should both know the proposal well.
* It is the responsibility of the applicants to consult with the GSA office to confirm the times, dates and places for the GSAFC and GSA Board of Directors meetings at which their proposal will be reviewed.
* Applicants are responsible for reviewing the complete guidelines provided below and accurately completing the proposal.
* Programs will not be funded retroactively. The proposal must be submitted in time to be presented to the Board of Directors before the proposed event takes place.

# III. Policies for Funding

1. Any group of 2 or more GSA Departmental Clubs may apply for an Interdepartmental Activity.
2. Receiving or applying for Interdepartmental Activity Funds will not affect the eligibility of any club wishing to also apply for Special Activity Funding.
3. GSAFC Recommendation:
	* The maximum amount of funding which the GSAFC can recommend for an Interdepartmental Activity depends on the number of participating Departmental Clubs and the clubs’ monetary contributions.
		+ The maximum amount that the GSAFC can recommend is determined by the product *n*×*m* where *n* is the number of participating departmental clubs, and *m* is the lowest monetary contribution of any participating departmental club.
		+ In addition to the limit discussed above, the GSAFC’s maximum recommendation cannot exceed $500 for an activity in which only 2 departmental clubs are participating. Each additional participating departmental club beyond 2 raises this maximum by $50 (e.g., 3 clubs are eligible for $550, 4 for $600, etc.) up to an absolute maximum of $750 for any activity involving 7 or more departmental clubs.
		+ Special Interest and International clubs may participate in an interdepartmental activity, but will be considered as an additional funding source. Their contribution(s) will not be counted toward the number of participating departmental clubs for purposes of determining GSA funding.
	* If the organizing departmental club has previously received funding for organizing an interdepartmental activity within the current academic year, the GSAFC cannot recommend funding.
	* The GSAFC can only recommend funding for an event showing sufficient graduate student involvement in both the planning and the attendance of the event.
4. Ticket Sales:
	* Any club or organization selling tickets for an event must utilize a GSA-approved third party agency (such as the Ticket Office).
	* Failure to utilize a third party agency for ticket sales will result in suspension of the club or organization’s eligibility to receive GSA Interdepartmental Activity Funding.
	* If using the Ticket Office, events must be set up and a contract signed at least ten (10) business days prior to the event to avoid any late charges.
	* The supply of available tickets must be greater than or equal to the total membership of all participating clubs.
	* None of the ticket sales may be complimentary.
5. Advertising and Openness:
	* The Interdepartmental Activity may be limited to the students of the participating departments only.
	* Interdepartmental Activities must be announced and advertised to the membership of all participating clubs. Copies of the advertisements will be required before any funds are reimbursed.
6. As per the *GSA Budgetary Guidelines*, no GSA activity may be held in private residence.
7. When an activity involves meals for graduate students or UB faculty, such meals are limited to $30 per capita. This limit does not apply to dining costs for participants from outside the UB community.
8. If at any point there are questions about how to follow and fulfill these guidelines, please contact the GSA office for assistance.

# IV. Guidelines for Using and Accessing Funds

1. Accounting and Funding:
	* If the activity attains revenues in excess of costs, the GSA will be entitled to a partial or total refund of the funded amount.
	* If the budget must be revised significantly, then the GSA Treasurer should be alerted and a new budget filed with the GSA office.
	* If a participating departmental club changes its contribution to or drops out of the activity and the activity no longer meets the eligibility requirements above, then the GSA will consider its allocation null and void.
	* All expenditures must receive prior approval. That is, funds must be requisitioned before any purchases or payments are made by submitting a *Requisition Request Form* online for each vendor. Expenditures that are made before approval will jeopardize reimbursements.
	* GSA Interdepartmental Activity funds cannot be used to pay for prizes. All proposed prize(s) and/or award(s) must come from outside funding sources (i.e. co-sponsorship funding received from sources other than GSA or its clubs, or money raised from ticket sale revenues in excess of the event’s expenses).
	* All accounting will be handled by the GSA.
	* Organizers mustdeposit allco-sponsorship money with the GSA.
2. Regulations:

The GSA expects good faith from all of its applicants and fund recipients. Applicants are responsible for:

* + Abiding by all the rules set forth in these guidelines.
	+ Abiding by the *GSA Budgetary Guidelines* available at <https://ubwp.buffalo.edu/gsa>, or in the GSA office.
	+ Conforming to general accounting procedures as set forth by the fiscal agent accountants and the SUNY Board of Trustees. (These are described in section I of the *GSA Budgetary Guidelines.*)
	+ Any organization, club or group found to be in violation of any of these guidelines will be subject to appropriate corrective and punitive measures determined by the GSA Executive Committee. This power of enforcement shall include any and all measures necessary to ensure that these guidelines are followed and that GSA club officers are fiscally responsible to their constituents.

**VI. Proposal Form**

Applicants must apply in writing to GSA by completing the attached *Proposal Form for GSA Interdepartmental Activity Funding*. The following information should be provided:

* Description of the activity – Be detailed. Don't forget to include the time(s), date(s), and location(s).
* Participating GSA Departmental Clubs – List all GSA departmental clubs participating in the activity and the amount they are contributing.
* Additional funding sources – Names of participating Special Interest and/or International clubs, non-GSA co-sponsors, if any, and amounts/nature of co-sponsorship. Include anticipated ticket sales, if applicable. Pending funding sources should be marked with a “(P).”
* Expenditures – Outline all expenses associated with the activity.

**The attached proposal will only be considered if two departmental club representatives knowledgeable about the proposal are present and able to answer questions regarding the proposal at the GSAFC and GSA Board of Directors meetings (listed in section I) where the proposal is reviewed. Contact the GSA Office for information about the times and places when these meetings will be held.**

**PROPOSAL FORM FOR GSA INTERDEPARTMENTAL ACTIVITY FUNDING**

 **I. Description of Activity**

 Date:       Time:       Location:

**II.**  **Participating Departmental Clubs** CONTRIBUTION

|  |  |
| --- | --- |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
| TOTAL | $      |

**III.**  **Additional Funding Sources**

|  |  |
| --- | --- |
| COSPONSOR | AMOUNT |
| *INSERT A (P) AFTER COSPONSOR IF FUNDING IS PENDING* |  |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
| TOTAL | $      |

**IV. Expenditures**

|  |  |
| --- | --- |
| TYPE OF EXPENDITURE | ESTIMATED EXPENSE |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
| TOTAL | $      |

**V. Amount of Funding Requested (IV - III - II)** $

CONTACT NAME:       DEPARTMENT:

PHONE:       EMAIL:

ADDRESS: