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

310 Student Union, Box 602100, Buffalo, NY 14260-2100

South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)

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*$$* ***Special Activity Funding***

(Revised 7/23)

 **I. Purpose**

The GSA Special Activity Fund serves to promote activities that benefit and interest a large and diverse graduate student population, not just a single departmental, international or special interest club. Any GSA club may request up to $1,200 of Special 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 |

†A representative **must** attend meetings of both the GSA Finance Committee and GSA Board of Directors to speak about the event.­
\*The first proposal 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 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.
* A representative of the organizing club must attend both the GSAFC meeting and GSA Board of Directors meeting where the proposal is to be reviewed. The representative will be asked to speak about the proposal at both of the meetings and should be someone who knows the proposal well.
* It is the responsibility of the applicant 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.
* The applicant is 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 GSA club may apply for Special Activity Funding.
2. GSAFC Recommendation:
	* The GSAFC can recommend a maximum amount of $1,200 per club, per semester forSpecial Activity Funding.
	* The GSAFC cannot recommend more than three (3) times the amount raised from other sources.
	* Failure to demonstrate sufficient and serious attempts at fundraising may result in the GSAFC recommending rejection or decreased funding for a proposed activity.
	* The GSAFC can only recommend funding for an event showing sufficient graduate student involvement in both the planning and the attendance of the event.
3. Co-sponsorship:
	* Organizers must have co-sponsorship from at least three (3) other groups or organizations.
	* At least one of the co-sponsors must be another GSA club.
	* Sponsorship must be monetary or in kind support from co-sponsors.
	* The organizing GSA club must contribute monetarily to the proposed activity.
	* “In kind” support must be defined on the proposal and the support must be tangible.
	* Ticket revenue is not considered a co-sponsor, but must be listed as revenue.
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 Special 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.
	* No more than 10% of the ticket sales may be complimentary.
5. Advertising and Openness:
	* The activity must be open and welcoming to the public.
	* The activity must be advertised to the entire graduate student body.
	* The GSA website, calendar and Facebook page should be used to promote the activity.
	* GSA sponsorship must be made clear on any advertising.
	* All advertisements, and the activity itself, must be in English. If multiple languages are used, English must be among those languages.
6. Payments to Individuals:
* Under no circumstances will graduate students be entitled to stipends or other compensation.
* GSA Special 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).
* Honoraria for keynote speakers will not exceed 30% of the total budget of the activity.
* Travel and lodging expenses for keynote speakers may be covered by Special Activity Funding and be considered separate from honoraria in certain circumstances and with prior GSA approval.
* UB faculty members are not eligible to receive GSA honoraria.
* 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.
1. 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**

**A.** 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 more than one half (1/2) of the co-sponsorship funding amount listed in the original proposal or more than (1/3) of the total funding as presented to the GSAFC is lost, the GSA will consider its allocation null and void.
	+ If the budget must be revised significantly, then the GSA Treasurer should be alerted and a new budget filed with the GSA office.
	+ All expenditures must receive prior approval. That is, funds must be encumbered 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.
	+ All accounting will be handled by the GSA, or by a recognized university office or department. Applicants must designate the accounting agent on their proposal.
	+ If GSA will be handling the accounting, organizers mustdeposit allco-sponsorship money with the GSA.
	+ If the GSA does not handle the accounting for the activity, the organizing club must submit a final accounting. The final accounting must include a list of co-sponsors and the actual amounts contributed (including the amount of tickets sold, if applicable) and a list of actual expenses along with copies of all itemized receipts.

**B.** 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.

**V. Proposal Form**

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

* Description of the activity – Be detailed. Explain why the event should be interesting to a broad population of graduate students. Don't forget to include the time(s), date(s), and location(s).
* Funding sources – Names of co-sponsoring institutions and amounts/nature of co-sponsorship. Anticipated revenue from ticket sales. Pending funding sources should be marked with a “(P)”.
* Budget – Outline all expenses associated with the activity.
* Plan for advertising – Describe how you will let students know about the activity. If primary advertising is by email, list some of the listservs you will be emailing. If you will be using paid advertisers, which ones and how much will you spend?
* Advertisement – Please make sure to attach an advertisement for your Symposium that lists the GSA, and all other co-sponsors, as contributors to the event.

**The attached proposal will only be considered if a club representative knowledgeable about the proposal is 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 SPECIAL ACTIVITY FUNDING**

**I. Description of activity**

Date:       Time:       Location:

**II. Funding sources** (Insert a (P) after cosponsor amount if funding is pending)**:** Amount

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

**III. Accounting Agents** (Designate GSA or other UB office/ department)**:**

**IV. Expenditures**

|  |  |
| --- | --- |
| TYPE OF EXPENDITURE | ESTIMATED EXPENSE |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
|       | $      |
| Subtotal: | $      |

**V. Plan for Advertising:**

|  |  |
| --- | --- |
| Advertising cost: | $      |
| Total cost (Subtotal + Advertising cost): | $      |

**VI. Amount of Funding Requested** (Total cost – Total from section **II**):$

Organizing club:

Contact name:       Phone:

Email:       Address: