I. Eligibility Criteria for Organizations

1. An organization must register with the Campus Activities Office (CAO) (or equivalent office) for the current year. If an organization has not registered with the CAO, or equivalent office, it cannot access any funds, even if such funds have already been allocated.

2. An organization’s President and Treasurer must sign the GPSAFC “Statement on Ethical Conduct”.

3. An organization’s Treasurer must be familiar with these Funding Guidelines and sign a statement to this effect. The GPSAFC will not be responsible for costs that it cannot reimburse due to violation of provisions set forth in these Funding Guidelines or university policies.

4. An organization must have an advisor who is a full-time member of the faculty or staff of Cornell University. Graduate students do not qualify.

5. An organization must have more than 40% graduate/professional student membership.

6. The President or Treasurer of an organization must be registered as a graduate or professional student at Cornell University for the current academic year.

7. An organization must provide a valuable service to the Cornell community.

II. General Funding Parameters

1. The membership criteria and selection processes of an organization should enable any student to join and participate if they have interest and ability.

2. To obtain funding for an event, an organization is strongly encouraged to submit the event details (i.e. time, location, program speakers and topic descriptions) to University Events Calendar and provide a link to the GPSAFC Event Calendar two (2) weeks before the event.

3. The organization must be open to the entire graduate and professional student community. All advertising must include the statements “Funded by the GPSAFC”, “Open to the Graduate Community” and “Please contact (name of event host) at (netID of the host) for any special arrangements you may require in order to attend this event”. Exceptions are detailed in the Field Category in Item VI.5.A.
4. Groups applying for GPSAFC funding for the first time will have allocations in their annual budgets restricted to the maximum amount set annually as described in Item VI.

5. The GPSAFC will treat organizations that have previously applied for GPSA funding, but had a hiatus in applications for GPSAFC funding for two or more years, as “first time applicants”.

6. In order to receive allocated funding, an organization must turn in receipts for expenses to the GPSAFC accounts representative within one month of expenditure.

7. Events funded through annual budget allocations or special project requests must occur during the academic year, defined for GPSAFC purposes as starting the first day of graduate student classes in August and ending the day of commencement in May, to ensure that majority of the Cornell community has the opportunity to participate.

8. All events must occur on the Cornell campus (in Ithaca or Geneva) to ensure that the majority of the Cornell community has the opportunity to participate. The GPSAFC may grant exceptions under special circumstances, such as a lecture series in a downtown science centre or community centre. An organization must submit a detailed explanation of why the event must be held off campus. The organization must provide reasonable transportation options for off-campus events. Reimbursement for off-campus events will be furnished only if the GPSAFC has approved, in writing, the event location prior to the event.

9. University organizations (as defined by the CAO) are encouraged to consult with their specific school or department’s financial affairs office, if applicable, in submitting funding requests.

10. All GPSAFC-funded organizations are encouraged to maintain a sign-in sheet or other record of attendees at their events for up to a year after the event. Information on event attendance is required to support funding requests for future events.
### Important Deadlines:

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<tr>
<th>Budget Type</th>
<th>Submission Date</th>
<th>Review Date</th>
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<tbody>
<tr>
<td>Summer</td>
<td>Last Friday of March</td>
<td>By April 15th</td>
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<tr>
<td>Annual Budget</td>
<td>Last Fridays of:</td>
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<td></td>
<td>• April (for the next academic year)</td>
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<td>Second Friday of:</td>
<td>• End of February</td>
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<td>Special Project</td>
<td>Last Fridays of:</td>
<td>By:</td>
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<td>Requests (SPRs)</td>
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<td>• March (Last date to submit SPR)</td>
<td>• April 15th</td>
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<td>Second Friday of:</td>
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### III. Organizations and Activities Ineligible for GPSAFC Funding

1. Per GPSA policy, the GPSAFC cannot fund:

   A. Partisan political organizations and activities: The University defines partisan political organizations as those that are affiliated with a registered political party or candidate, or that are formed for the purpose of supporting or opposing any particular legislation. Activities used to support or oppose any particular legislation
also fall under this definition. The GPSAFC may fund non-partisan activities sponsored by partisan organizations. Funded groups may “not participate in or intervene in (including the publication or distribution of statements), and campaign on behalf of or in opposition to any candidate for public office.” (Internal Revenue Code - Section 501 (C{3}))

B. Any religious activities: The GPSAFC relies on the University definition of religious activities: “A practice or observance that includes moral or ethical beliefs as to what is right and wrong that is sincerely held, with the strength of traditional religious views, even if no religious group espouses such beliefs, or the religious group to which the individual professes to belong may not accept such belief.” The GPSAFC may fund activities comparing religious systems of belief and activities examining the intersection of religion with one or more non-theological academic disciplines. Activities that a religious organization organizes to achieve research, educational, or public service goals are not considered religious activities and are eligible for GPSAFC funding.

C. Charitable organizations: The University prohibits any direct allocation to charitable organizations; it does allow, however, for the funding of “recruiting, administration, and travel expense, which would be necessary to make it possible for Cornell students to participate in service projects.” The essential difference is between making an outright financial gift and aiding Cornell students in a promising and valuable project. For fundraising event rules, refer to Item IV.

2. The GPSAFC will not fund activities for which any organization member receives academic credit.

3. In keeping with the University’s policy on non-discrimination, no organization or activity funded by GPSAFC shall discriminate in its membership policies based on race, religion, age, gender, sexual preference, or ethnic background, except where gender or age are bona fide qualifications for membership. Any group that violates this policy may have its remaining funding suspended or revoked.

4. The GPSAFC avoids funding activities that duplicate the activities of other campus organizations. In allocating funds, the GPSAFC considers whether an organization provides a unique service or event for the Cornell community. The GPSAFC may make
organizations aware of other groups providing similar services to the University community in an effort to encourage collaboration.

IV. Additional Funding Requirements and Restrictions

1. To be eligible for funds, an organization must make full disclosure of its income and expenses (Refer to Item XII for Enforcement). If additional funding is obtained from other University sources and/or external sources during a school year, a report of this funding should be furnished to the GPSAFC upon request. In a Special Project Request, an organization must detail whether it intends to use funds for the project that come from its annual budget allocation from the GPSAFC.

2. No faculty or staff salaried by Cornell University within the last six months can receive payment for services with GPSAFC funds. No enrolled graduate student may receive payment for services with GPSAFC funds.

3. The GPSAFC will not make fund transfers to Student Assembly Finance Commission (SAFC)-funded organizations; events may be co-sponsored.

4. Student organizations shall take full advantage of income-producing opportunities and alternate funding sources, and the GPSAFC shall consider their capacity and willingness to do so when making allocations (see Item XIV).

5. In making funding allocations, the GPSAFC considers the extent to which graduate and professional students determine and direct an organization and its programs.

6. The GPSAFC may partially support fundraising events. The organization must demonstrate an effort to find co-sponsorship, and must charge admission to cover (part of) the event production cost.

7. Organizations must submit an original, itemized receipt that includes the name of the member to be reimbursed within one month of the expense being incurred.

8. For all requests of 300 USD or more for a single event, detailed information, including but not limited to previous receipts, quotes, and budget breakdown, should be submitted at the time of budget submission. For other events, this is not required but recommended. Please note that the lack of justification can be a basis for budget denial, even when details are not explicitly required (see Item VIII for Appeals).
9. Organizations should make efforts to reduce the carbon footprint of their events. We highly encourage use of biodegradable products, and minimization of non-renewable resources at all events.

10. Organizations must leave equipment purchased with GPSAFC funds on campus at the end of the academic year, and keep an inventory of all such items so the club may continue to use them in future years. A current list of the club’s relevant inventory should be provided along with the request for funding.

11. Organizations that provide a thorough plan to make the event accessible to a broad audience, outlining efforts to enable those with special needs to attend the event will be looked upon favorably. Contact the Cornell University ADA Coordinator Team (https://disability.cornell.edu/) for assistance.

12. An individual acting as the representative of a field organization cannot concurrently serve as the representative for another organization or field.

V. Restricted and Ineligible Items for GPSAFC Funding

1. Ineligible Items

   A. General items:

   • Office supplies or equipment
   • Organization stationery, certificates, membership or business cards
   • Resume books, directories, or other materials for professional/career development
   • Phone equipment, toll call or fax expenses
   • Postage
   • Office space or secretarial expenses
   • Conference expenses or membership fees (except for some Club Sports with the appropriate permission from the GPSAFC)
   • Admission fees for performances, films, museums or sporting events
   • Container deposits
   • Gifts (except for speakers) or trophies
   • Publication of academic journals
• Purchase of books, magazines, or academic journals
• Newsletters
• Web design and web-hosting unless for an online publication
• Honorariums, travel expenses, and accommodation for alumni whose last degree from Cornell University was received within the last 5 years. Exceptions may be granted with the inclusion of a letter of support from the organization’s advisor.
• Speaker or performance expenses for University employed graduate students.
• Purchase of T-shirts and other clothing (except non-personalized jerseys for club sports).
• Items that will be retained by individual members of the organization.

B. Items towards speakers:
• Charges for bar, video, valet, phone or other personal charges
• Grocery shopping for food

2. Restricted Items
   A. Publicity and media expenditures should not exceed 5% of Tier cap
   B. Honorariums should not exceed 500 USD per speaker
   C. Publication expenses should not exceed 500 USD per academic year, and only for the publication of a non-professional journal or magazine.
   D. Welcome and/or end-of-year receptions will not be funded if they are the only events planned by an organization in a particular academic year.

VI. Funding Tiers

1. For the purposes of these Funding Guidelines, the GPSAFC defines two types of student organizations: (1) interest organizations and (2) field organizations:
   A. Interest organizations: are groups that represent an extracurricular pursuit, broadly including any social or academic activity that is not directly linked to the interests of a specific Cornell University-defined academic field. All university organizations that are not field organizations are treated as interest organizations for purposes of these Funding Guidelines.
B. Field organizations: are groups whose goals and objectives are to foster the academic and social interests of a particular University-recognized academic field, with specific attention to fostering interaction and communication amongst field members. The graduate school keeps an online record of the graduate fields; each professional school is also considered a field. Field organizations may apply for Field funding, which is not counted toward Tier limits.

2. Student organizations are categorized into specific funding tiers, which dictate the upper limit of funds each organization is eligible for per academic year. These funding brackets are recommended for the 2017-2018 academic year. Each year, the GPSAFC in consultation with the GPSA and the GPSA Appropriations Committee, should re-evaluate these funding brackets as deemed necessary. Changes to funding brackets may be made yearly at the GPSAFC’s discretion, and do not require formal amendment of these Guidelines. Funding brackets must be made available to organizations in the fall semester of each year.

A. Tier 1: 500 USD cap
   i. Includes first-time applicants.

B. Tier 2: 1500 USD cap

C. Tier 3: 2500 USD cap
   i. Groups in this tier must send at least one member to attend at least 50% of the GPSA meetings during the academic year.

D. Tier 4: 3500 USD cap
   i. Groups in this tier must demonstrate a history of funding utilization >90% and have a large membership base (registered through OrgSync, as determined and announced by the GPSAFC each year). In addition to Tier 3 requirements, groups must send at least one member to serve on the GPSAFC, either as Commissioners or volunteers (see GPSAFC Bylaws for more details)
   ii. Groups must apply annually to remain in Tier 4.

E. Tier assignment will be considered at the beginning of the new academic year, either by the GPSAFC or a special committee led by the chair of the GPSAFC. An
organization may move up or down a maximum of one Tier per academic year.

Tiers are assigned as follows:

i. Moving up: The organization may apply for consideration to move up a Tier at the same time as their annual budget. To be considered for this promotion, the organization must fulfill any one of the following criteria:

   a. Utilization of at least 90% of Tier cap and allocated funds (including additional funding through Field and Initiative funding) for at least the past two consecutive years.
   b. Utilization of at least 90% of Tier cap and allocated funds in the past consecutive year, AND at least 35% increase in membership.
   c. Utilization of at least 90% of Tier cap by a Tier 1 organization for at least the past year.

ii. Moving down a tier: The GPSAFC may review the fund utilization of any organization from past academic years at their discretion.

   a. If the organization’s utilization of allocated funding was less than 80%, they will be considered for a downgrade in their Tier allocation.
   b. Groups in Tier 4 failing to reapply to retain their Tier will be moved down a Tier automatically.

iii. Retaining your tier: An organization will retain its Tier placement, as long as it spends greater than or equal to 80% of the funds allocated in an academic year, and is not eligible for or does not apply for a Tier promotion.

To remain in Tier 4, groups must reapply annually.

3. Each organization may submit one annual budget request per academic year. Refer to Item II.11 for specific deadlines. All budgets will terminate at the end of the academic year, regardless of when they were submitted. The organization should contact the current GPSAFC chair for specific dates for budget review.

4. Budget requests submitted in April for the following academic year will be reviewed with the assumption that the organization will retain their Tier. If, following review at the start of the fall semester, the organization moves down a Tier, their allocations will be altered accordingly. Groups that move up a Tier in the fall semester may submit Special Project Requests to make use of their increased Tier cap, if desired.
5. Additional funding: This funding is in addition to the organization’s Tier cap limit, and does not count towards the Tier cap.

A. Field: Only one organization per academic field can apply for this funding, once per academic year together with the annual budget, and such an organization must represent all the students in a given field. If necessary, the field’s Director of Graduate Studies (DGS) or Director of M.Eng. Program, or the professional school’s Director of Student Affairs, will make the final determination on which organization represents the graduate or professional students of a given field. While only one organization per field can apply for this funding, if several fields are represented in the aforementioned manner by one organization, that organization can apply for funding (the total membership of all the fields involved will determine the funding allocation for such an organization).

i. All organizations that wish to receive “field” funding must apply for “field” funding in their annual budget applications.

ii. To apply for field funding, at least one seat on the GPSA (voting member or field representative) must be filled by a member from that field. This requirement must be satisfied at the time of annual budget submission. If this member misses more than two consecutive meetings in a given semester and does not send a replacement, the Executive Vice President shall notify the Chair of the Finance Commission, so that any funding allocated in the “field” category to that organization can be frozen. The funds will be restored when the member attends two consecutive GPSA meetings.

iii. Each eligible field organization that applies for funding will receive a base allocation of 200 USD, with an additional one (1) USD for each student in that field. The GPSAFC bases field membership numbers on official data from the Fall Census conducted by the graduate school and on official statistics from the data management officials at each of the professional schools. Funding allocations for a given academic year are based on the field membership numbers from the previous academic year’s Fall Semester.
iv. Organizations can use field funding for events occurring during the academic year for which the funds were allocated. Events funded by field funding (and not relying on any other GPSAFC funding) can, at the organization’s discretion, be open exclusively to members of that field. Organizations must advertise all events using field funding to all field members, whether via a list-serve or some other appropriate means in accordance with Item II.3 with relevant exceptions.

B. Initiative Funding

i. Additional funds are available through Special Project Requests (see Item IX) for events aligning with GPSA Initiatives, as outlined in the GPCI Document. Initiative Funding is limited to 200 USD maximum per event and is subject to availability of funds.

ii. Groups applying for Initiative Funding must outline how their event supports one or more GPSA Initiatives in their SPR.

iii. Groups approved for Initiative Funding must introduce the goals of the funded events at a GPSA meeting prior to the events, and provide a report to the GPSAFC about how the event met these goals, within one month from the event.

VII. First Time Applicants for GPSAFC Funding

1. First-time applicants will be placed in Tier 1.

2. New groups can apply to move up one Tier in the next academic year.

VIII. Appeals

1. An organization that feels unfairly treated by a GPSAFC funding decision has the right to appeal. An organization may submit an appeal only to contest the GPSAFC’s interpretation of the Funding Guidelines. Groups may ask for reconsideration of funding allocation a maximum of one time per budget request to the GPSAFC chairman via the OrgSync system or by email. The decision to adjust the allocation will be voted on by the GPSAFC.

2. The following procedure applies to all appeals:
A. The organization is advised to reach a resolution with the GPSAFC chairperson on an informal basis, initiating contact by email to the commission.

B. If the matter cannot be resolved on an informal basis, the GPSAFC chairperson will provide the organization with an Appeal Form. The organization must fill out and submit the Appeal Form with proper signatures.

C. The GPSAFC will discuss the appeal at its next regular meeting. A representative of the organization submitting the appeal is encouraged to attend this meeting to present the group’s case and further clarify the appeal.

D. The GPSAFC will notify the organization of its decision within three days of its meeting. If the organization wishes to further appeal the GPSAFC’s decision, its officers must contact the GPSAFC chairperson by e-mail at gpsafc@cornell.edu within one week of this notification.

E. If an organization makes this second appeal, the GPSAFC chairperson will refer the matter to the Appropriations Committee (GPSA-AC), which can uphold the GPSAFC’s decision, advise the GPSAFC to reconsider, or refer the matter to the GPSA.

F. If an organization has appealed to the GPSAFC and the GPSA-AC and wishes to appeal further, the GPSAFC and GPSA-AC Chairpersons will take the matter to the GPSA for a final decision.

IX. Special Project Requests

1. Groups that have submitted an Annual Budget Application and need additional funds for specific events may submit Special Project Requests. The amount allowed for a Special Project Request must fit within the organization’s total annual Tier limit, i.e, the sum of the annual funding and the special project funding cannot exceed the Tier funding cap.

2. Special Project Requests should include as much detail as possible, including informed estimates of all major costs, specific dates and times for events, event location, names of speakers, expected attendance, and other funding sources for the event.

3. Organizations must submit Special Project Requests at least three business days before the last GPSAFC meeting prior to the event date. The GPSAFC does not grant funding for
events that have taken place prior to consideration for funding. The GPSAFC will base its allocation on funds available at the time of the request.

4. The GPSAFC requires detailed event descriptions that demonstrate the event’s appeal to graduate and professional students and outline responsible planning. The GPSAFC rarely allocates more than 1000 USD per organization for a single event; to obtain around 1000 USD the event must demonstrate strong appeal to graduate and professional students. The organization seeking funding must show evidence of substantial efforts to secure co-sponsorship.

X. Summer Budgets

1. For events during the summer (the dates between Graduation and the day before classes begin in the Fall semester), an organization must submit a summer funding application by the last Friday of March detailing information on location, time, program descriptions, and financial breakdown for all planned events.

2. The total sum of allocations towards events hosted during the summer may not exceed 20% of the group’s annual GPSAFC allocation.

3. In order to receive the awarded funding, the organization must submit receipts within 30 days after the event.

XI. Co-Sponsorship

1. If two or more GPSAFC funded organizations wish to combine their efforts to produce a single event, they can apply for co-sponsorship from the GPSAFC. GPSAFC organizations cannot transfer funding from one group to another, but they can submit separate Special Project Requests for a single event. Organizations must use Special Project Requests (and not annual budgets) to apply for funding for a co-sponsored event. Organizations must detail what expenses each group will bear at the event.

2. Each organization must apply for funds for particular non-overlapping costs of producing the event.

3. Total allocation for a single event shall not exceed the cap for Tier 4.

XII. Enforcement
1. If, at any point, the GPSAFC finds that an organization has not adhered to these Funding Guidelines, has used funds improperly, or has provided false information in an application or correspondence of any kind with the GPSAFC, the commission reserves the right to take one or more of the following actions:

   A. Provide the organization with a written warning noting the violation and asking the organization to change its practices so that it is no longer in violation.

   B. Impose a defined probationary period (e.g., one semester or one year) during which the organization cannot apply for GPSAFC funding.

   C. Withdraw part or all of any annual budget and/or special project request funds remaining from previous allocations.

2. The GPSAFC reserves the right to audit (budget, spending, and inventory) all GPSAFC-funded organizations, and it is incumbent on all organizations to aid the audit to the fullest.

XIII. Amendments

1. These Funding Guidelines may be amended by a majority vote of seated GPSA members.

2. The GPSAFC Chairperson will review these Funding Guidelines each year and suggest appropriate alterations to the Chairperson of the GPSA Appropriations Committee.

3. The GPSA can raise Funding Maximums on Restricted Items (Item V.2) at any time; any lowering of maximums will not take effect until the next budget cycle. The GPSA Appropriations Committee shall recommend changes for the next fiscal year’s budget cycle before the end of February of the current academic year.

4. The Appropriations Committee must recommend changes to these Funding Guidelines necessitated by changes in University policies and procedures.

5. Amendments to the Funding Guidelines must be presented to the GPSA for discussion at least one meeting in advance of the meeting in which the final vote will take place. Changes to Tier brackets and/or the Appendix (Item XIV) may be done yearly at the GPSAFC’s discretion, and do not require formal amendment of these Guidelines.

XIV. Appendix

1. Best practices to maximize favorable funding outcomes:
A. While not a requirement for all budget requests the GPSAFC highly recommends submission of previous bills, quotes and a thorough justification of budget supplied for funding. The more detailed the line items on the request for funds, and plan for event, the more likely you are to receive a favorable decision.

B. Collaborative efforts in hosting of events will be seen positively, and the event is likely to receive greater allocation.

2. Examples of GPSAFC-fundable items include:

A. Program:

   i. Speaker: For expenses of bringing a speaker or performer to campus, including:

      1. Honoraria or gifts.
      2. Personal vehicle travel, including toll fares and parking fees.
      3. Rental vehicles for transportation from outside of Ithaca to Cornell, including rental fee, gas, toll fares, and parking fees.
      4. Airline, train, boat, Zeppelin, or bus travel.
      5. Lodging.
      6. Meals eaten at a restaurant.

   ii. Event Production: For expenses of producing a cultural, educational, or theatrical event on campus, including:

      1. Rental or purchase of equipment: any equipment necessary for an event to be successful, including Audio-Visual equipment, VCRs, slide or film projectors, and table space.
      2. Services: additional services provided by the university required for an event, such as CU Police Department and/or Life Safety, lighting or sound experts, or security fees to protect an exhibit.
      3. Room rental: for on-campus (or GPSAFC-approved off-campus) facilities that charge a fee.
      4. Films: for expenses of showing a film on campus.

   iii. Reception: For food served during or following a cultural, educational, or theatrical event on campus.

   iv. Publicity:
1. For advertising of GPSAFC funded events, such as: poster printing, banners (for specific events), advertisements and programs.
2. The GPSAFC encourages organizations to be sustainable by reducing the quantity of paper advertisements and using electronic forms of communication where possible.

B. Club Sports:
   i. Non-personalized sport equipment (including jerseys).
   ii. Facilities rental: funds to rent space for practices or competitions within Tompkins County and Geneva Station.
   iii. Tournaments: expenses for competitions or tournaments hosted by the organization within Tompkins county or Geneva Station.

C. Publication: non-professional journal or magazine, including the costs related to printing or copying of issues, or costs related to the production of an online journal.

3. Other Funding Sources:

   In addition to GPSAFC funding, organizations may be eligible to apply for funding from other agencies on and off campus, including co-sponsorship from other byline-funded organizations. Some on-campus groups that often co-sponsor events include:

   • Diversity and International groups: International Students Union (ISU), ALANA, SDDI, Dean of Student, Graduate School (OISE), International Students and Scholars Office (ISSO), Asian and Asian American Center (A3C), South Asia Program
   • Performances: Cornell Concert Commission, Cornell University Programming Board, Department of Music, CUTonight (for late night events)
   • Co-sponsorship: GPSA-Programming Board