

1 GPSAFC Funding Guidelines for Graduate Student Organizations

2 I. Eligibility Criteria for Organizations

- 3 1. An organization must register with the Campus Activities Office (CAO) (or equivalent  
4 office) for the current year. If an organization has not registered with the CAO, or  
5 equivalent office, it cannot access any funds, even if such funds have already been  
6 allocated.
- 7 2. An organization's President and Treasurer must sign the GPSAFC "Statement on Ethical  
8 Conduct".
- 9 3. An organization's Treasurer must be familiar with these Funding Guidelines and sign a  
10 statement to this effect. The GPSAFC will not be responsible for costs that it cannot  
11 reimburse due to violation of provisions set forth in these Funding Guidelines or  
12 university policies.
- 13 4. An organization must have an advisor who is a full-time member of the faculty or staff of  
14 Cornell University. Graduate students do not qualify.
- 15 5. An organization must have more than 40% graduate/professional student membership.
- 16 6. The President or Treasurer of an organization must be registered as a graduate or  
17 professional student at Cornell University for the current academic year.
- 18 7. An organization must provide a valuable and distinctive service to the Cornell  
19 community.

20

21 II. General Funding Parameters

- 22 1. The membership criteria and selection processes of an organization should enable any  
23 student to join and participate if they have interest and ability.
- 24 2. Budgets should be submitted through the electronic community platform used by  
25 graduate and professional student organizations by the deadlines specified in the table of  
26 important deadlines (II.13). Organizations may submit a single budget or submit multiple  
27 budgets over the course of the academic year. For each budget, the budget submission  
28 date must be before the date of the events outlined in the request. GPSAFC does not  
29 allocate funds retroactively for events that are held before budget submission. Events  
30 may be held after budget submission but before budget approval; however, GPSAFC  
31 cannot guarantee allocation.
- 32 3. For all events, GPSAFC requires detailed event descriptions that demonstrate the event's  
33 appeal to graduate and professional students and outline responsible planning. Please note  
34 that the lack of justification can be a basis for budget denial.
  - 35 a. To obtain 300 USD or more in funding for an event, additional detailed  
36 information, including but not limited to previous receipts, quotes, budget  
37 breakdown, time and location of the event, number of attendees should be  
38 submitted at the time of budget submission. Furthermore, the organization must  
39 submit the event details (i.e. time, location, program speakers, topic descriptions)  
40 to University Events Calendar and provide a link to the GPSAFC Event Calendar  
41 two (2) weeks before the event. For events receiving less than 300 USD in

- 42 GPSAFC funding, detailed budget breakdowns and Event Calendar submission  
43 are recommended but not required.
- 44 b. The GPSAFC rarely allocates more than 1000 USD per organization for a single  
45 event; to obtain around 1000 USD the event must demonstrate strong appeal to  
46 graduate and professional students. The organization seeking funding must show  
47 evidence of substantial efforts to secure co-sponsorship.
- 48 4. The organization must be open to the entire graduate and professional student  
49 community. All advertising must include the statements “Funded by the GPSAFC”,  
50 “Open to the Graduate Community” and “Please contact (name of event host) at (netID of  
51 the host) for any special arrangements you may require in order to attend this event”.  
52 Exceptions are detailed in the Field Category in Item VII.3.A.
- 53 5. Groups applying for GPSAFC funding for the first time will have allocations in their  
54 budgets restricted to the maximum amount set annually as described in Item VIII.
- 55 6. The GPSAFC will treat organizations that have previously applied for GPSA funding, but  
56 had a hiatus in applications for GPSAFC funding for two or more years, as “first time  
57 applicants”.
- 58 7. In order to receive allocated funding, an organization must turn in receipts for expenses  
59 to the GPSAFC accounts representative within one month of expenditure.
- 60 8. Events funded through GPSA Fall/Spring budget allocations must occur during the  
61 academic year, defined for GPSAFC purposes as starting the first day of graduate student  
62 classes in August and ending the day of commencement in May, to ensure that majority  
63 of the Cornell community has the opportunity to participate. All budgets will terminate at  
64 the end of the academic year, regardless of when they were submitted.
- 65 9. All events must occur on campus or on auxiliary Cornell properties to ensure that the  
66 majority of the Cornell community has the opportunity to participate.
- 67 a. “On campus” is defined as being located in either the Ithaca campus, the Geneva  
68 campus, and the Cornell Tech campus. “Auxiliary Cornell properties” are defined  
69 as all Cornell-owned properties that do not fall under “on campus”. If events are  
70 held on auxiliary Cornell properties that are not easily walkable from the center of  
71 the nearest Cornell campus, reasonable transportation options must be provided.
- 72 b. The GPSAFC may grant exceptions under special circumstances, such as a lecture  
73 series in a downtown science center or community center. An organization must  
74 submit a detailed explanation of why the event must be held off campus. The  
75 organization must provide reasonable transportation options for off-campus  
76 events. Reimbursement for off-campus events will be furnished only if the  
77 GPSAFC has approved the event location prior to the event.
- 78 10. University organizations (as defined by the CAO) are encouraged to consult with their  
79 specific school or department’s financial affairs office, if applicable, in submitting  
80 funding requests.
- 81 11. All GPSAFC-funded organizations are encouraged to maintain a sign-in sheet or other  
82 record of attendees at their events for up to a year after the event. Information on event  
83 attendance is required to support funding requests for future events.

84 12. Some events require registration with the Events Management Planning Team (EMPT);  
 85 see the EMPT website for details and register if required.

86 **13. Important deadlines:**

87

Type	Submission Date	Review Date
Summer Budget	Last Friday of March	By April 15th
Fall/Spring Budget	Last Fridays of: <ul style="list-style-type: none"> <li>• August</li> <li>• September</li> <li>• October</li> <li>• November</li> </ul> Last Friday of: <ul style="list-style-type: none"> <li>• February</li> <li>• March (Last date to submit Spring Budget)</li> </ul>	By: <ul style="list-style-type: none"> <li>• September 15th</li> <li>• October 15th</li> <li>• November 15th</li> <li>• December 15th</li>   <li>• March 15th</li> <li>• April 15th</li> </ul>
Tier-Related	Last Friday of: <ul style="list-style-type: none"> <li>• August (Application for Tier Increase)</li> <li>• September (Tier Appeal)</li> </ul>	By: <ul style="list-style-type: none"> <li>• September 15th</li> <li>• October 15th</li> </ul>

88

89 **III. Organizations and Activities Ineligible for GPSAFC Funding**

90 1. Per GPSA policy, the GPSAFC cannot fund:

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

- 100           b. Any religious activities: The GPSAFC relies on the University definition of  
101 religious activities: “A practice or observance that includes moral or ethical  
102 beliefs as to what is right and wrong that is sincerely held, with the strength of  
103 traditional religious views, even if no religious group espouses such beliefs, or the  
104 religious group to which the individual professes to belong may not accept such  
105 belief.” The GPSAFC may fund activities comparing religious systems of belief  
106 and activities examining the intersection of religion with one or more non-  
107 theological academic disciplines. Activities that a religious organization organizes  
108 to achieve research, educational, or public service goals are not considered  
109 religious activities and are eligible for GPSAFC funding.
- 110           c. Charitable organizations: The University prohibits any direct allocation to  
111 charitable organizations; it does allow, however, for the funding of “recruiting,  
112 administration, and travel expense, which would be necessary to make it possible  
113 for Cornell students to participate in service projects.” The essential difference is  
114 between making an outright financial gift and aiding Cornell students in a  
115 promising and valuable project. For fundraising event rules, refer to Item IV.
- 116 2. The GPSAFC will not fund activities for which any organization member receives  
117 academic credit.
- 118 3. Welcome and/or end-of-year receptions will not be funded if they are the only events  
119 planned by an organization in a particular academic year.
- 120 4. In keeping with the University’s policy on non-discrimination, no organization or activity  
121 funded by GPSAFC shall discriminate in its membership policies based on race, religion,  
122 age, gender, sexual preference, or ethnic background. Any group that violates this policy  
123 may have its remaining funding suspended or revoked.
- 124 5. The GPSAFC avoids funding activities that duplicate the activities of other campus  
125 organizations. In allocating funds, the GPSAFC considers whether an organization  
126 provides a unique service or event for the Cornell community. The GPSAFC may make  
127 organizations aware of other groups providing similar services to the University  
128 community in an effort to encourage collaboration.

129

#### 130 IV. Additional Funding Requirements and Restrictions

- 131 1. To be eligible for funds, an organization must make full disclosure of its income and  
132 expenses (Refer to Item XII for Enforcement). If additional funding is obtained from  
133 other University sources and/or external sources during a school year, a report of this  
134 funding should be furnished to the GPSAFC upon request.
- 135 2. No faculty or staff salaried by Cornell University within the last six months can receive  
136 payment for services with GPSAFC funds. No enrolled graduate student may receive  
137 payment for services with GPSAFC funds.
- 138 3. The GPSAFC will not make fund transfers to Student Assembly Finance Commission  
139 (SAFC)-funded organizations; events may be co-sponsored.

- 140 4. Student organizations shall take full advantage of income-producing opportunities and  
141 alternate funding sources, and the GPSAFC shall consider their capacity and willingness  
142 to do so when making allocations.
- 143 5. In making funding allocations, the GPSAFC considers the extent to which graduate and  
144 professional students determine and direct an organization and its programs.
- 145 6. The GPSAFC may partially support fundraising events. The organization must  
146 demonstrate an effort to find co-sponsorship and must charge admission to cover (part of)  
147 the event production cost.
- 148 7. Organizations must submit an original, itemized receipt that includes the name of the  
149 member to be reimbursed within one month of the expense being incurred.
- 150 8. Organizations should make efforts to reduce the carbon footprint of their events. We  
151 highly encourage use of biodegradable products, and minimization of non-renewable  
152 resources at all events.
- 153 9. Organizations must leave equipment purchased with GPSAFC funds on campus at the  
154 end of the academic year and keep an inventory of all such items so the club may  
155 continue to use them in future years. A current list of the club's relevant inventory should  
156 be provided along with the request for funding.
- 157 10. Organizations that provide a thorough plan to make the event accessible to a broad  
158 audience, outlining efforts to enable those with special needs to attend the event will be  
159 looked upon favorably. Contact the Cornell University ADA Coordinator Team for  
160 assistance.
- 161 11. An individual acting as the representative of a field organization cannot concurrently  
162 serve as the representative for another organization or field.
- 163

## 164 V. Restricted and Ineligible Items for GPSAFC Funding

### 165 1. Ineligible Items

166 a. GPSAFC funding is intended to be inclusive, need-based, and extracurricular.  
167 Funding is inclusive in the sense that GPSAFC-funded events are available to the  
168 graduate and professional student community as a whole and benefit the  
169 community rather than individuals. Funding is need-based in the sense that the  
170 GPSAFC funds specific events, rather than simply giving organizations a set  
171 amount of cash. Funding is extracurricular in the sense that it cannot be used for  
172 items that the university should provide for academic use, such as office supplies.  
173 Any request that is not inclusive, need-based, and extracurricular will not be  
174 approved by the GPSAFC. Specific restricted and ineligible items are listed  
175 below; the list is not exhaustive.

### 176 b. General items:

- 177 • Office supplies or equipment
- 178 • Organization stationery, certificates, membership or business cards
- 179 • Resume books, directories, or other printed materials for  
180 professional/career development
- 181 • Phone equipment, toll call or fax expenses

- 182                   • Postage  
183                   • Office space or secretarial expenses  
184                   • Conference expenses or membership fees (except for some Club Sports  
185                   with the appropriate permission from the GPSAFC)  
186                   • Admission fees for performances, films, museums or sporting events  
187                   • Container deposits  
188                   • Gifts (except for speakers) or trophies  
189                   • Publication of academic journals  
190                   • Purchase of books, magazines, or academic journals  
191                   • Newsletters  
192                   • Web design and web-hosting unless for an online publication  
193                   • Honorariums, travel expenses, and accommodation for alumni whose last  
194                   degree from Cornell University was received within the last 5 years.  
195                   Exceptions may be granted with the inclusion of a letter of support from  
196                   the organization's advisor.  
197                   • Speaker or performance expenses for University employed graduate  
198                   students.  
199                   • Purchase of T-shirts and other clothing (except non-personalized jerseys  
200                   for club sports).  
201                   • Items that will be retained by individual members of the organization.  
202           c. Items towards speakers:  
203                   • Charges for bar, video, valet, phone or other personal charges  
204                   • Grocery shopping for food  
205   2. Restricted Items:  
206           a. Publicity and media expenditures should not exceed 5% of Tier cap.  
207           b. Honorariums should not exceed 500 USD per speaker.  
208           c. Publication expenses should not exceed 500 USD per academic year, and only for  
209           the publication of a non-professional journal or magazine.  
210           d. Total GPSAFC-funded alcohol expenditures per academic year should not exceed  
211           10% of Tier cap. Hard alcohol cannot be purchased with GPSAFC funds. Events  
212           involving alcohol should be registered with the Events Planning Management  
213           Team (EPMT) and adhere to the guidelines outlined in the Campus Code of  
214           Conduct and University Policy 4.8 (Alcohol and Other Drugs).  
215

## 216 VI. Reassignment of Allocated Funds Under Exceptional Circumstances

- 217   1. Organizations should spend allocated funds for the purposes specified in the budget  
218   request.  
219   2. Organizations are encouraged to reschedule events whenever possible if an event cannot  
220   be held as originally planned. Organizations should submit a short explanation along  
221   with their reimbursement request if one or more of the following minor event details have  
222   changed: Date/time, On-campus location, Speaker

- 223  
224 3. An organization may request cancellation of allocated funding under exceptional  
225 circumstances outside the control of a graduate student organization. (E.g. A snowstorm  
226 occurs in May and the event cannot be rescheduled.)  
227 a. The request should be sent to the FC Chair via email and include:  
228 • A written explanation of the reason for the cancellation request.  
229 • Supporting documentation as appropriate, including but not limited to:  
230 ○ Printout of originally allocated budget  
231 ○ Documentation of exceptional circumstances  
232 ○ Correspondence  
233 ○ Any additional documentation  
234 b. Lack of interest in an approved event, or mistakes or administrative errors on the  
235 part of the graduate organization or anyone acting on their behalf are not grounds  
236 for cancellation of funds.

## 237 VII. Funding Tiers

- 238 1. For the purposes of these Funding Guidelines, the GPSAFC defines two types of student  
239 organizations: (1) interest organizations and (2) field organizations:  
240 a. Interest organizations: are groups that represent an extracurricular pursuit, broadly  
241 including any social or academic activity that is not directly linked to the interests  
242 of a specific Cornell University-defined academic field. All university  
243 organizations that are not field organizations are treated as interest organizations  
244 for purposes of these Funding Guidelines.  
245 b. Field organizations: are groups whose goals and objectives are to foster the  
246 academic and social interests of a particular University-recognized academic  
247 field, with specific attention to fostering interaction and communication amongst  
248 field members. The graduate school keeps an online record of the graduate fields;  
249 each professional school is also considered a field. Field organizations may apply  
250 for Field funding, which is not counted toward Tier limits.
- 251 2. Student organizations are categorized into specific funding tiers, which dictate the upper  
252 limit of funds each organization is eligible for per academic year. These funding brackets  
253 are recommended for the 2017-2018 academic year. Each year, the GPSAFC in  
254 consultation with the GPSA and the GPSA Appropriations Committee, should re-  
255 evaluate these funding brackets as deemed necessary. Changes to funding brackets may  
256 be made yearly at the GPSAFC's discretion, and do not require formal amendment of  
257 these Guidelines. Funding brackets must be made available to organizations in the fall  
258 semester of each year.  
259 a. Tier 1: 500 USD cap  
260 i. Includes first-time applicants.  
261 b. Tier 2: 1500 USD cap  
262 c. Tier 3: 2500 USD cap  
263 i. Groups in this tier must send at least one member to attend at least 50% of  
264 the GPSA meetings during the academic year.

- 265 d. Tier 4: 3500 USD cap
- 266 i. Groups in this tier must demonstrate a history of funding utilization >90%
- 267 and have a large membership base (registered through the electronic
- 268 community platform used by student organizations, as determined and
- 269 announced by the GPSAFC each year). In addition to Tier 3 requirements,
- 270 groups must send at least one member to serve on the GPSAFC, either as
- 271 Commissioners or volunteers (see GPSAFC Bylaws for more details)
- 272 ii. Groups must apply annually to remain in Tier 4.
- 273 e. Tier assignment will be considered at the beginning of the new academic year,
- 274 either by the GPSAFC or a special committee led by the chair of the GPSAFC.
- 275 An organization may move up or down a maximum of one Tier per academic
- 276 year. The GPSAFC will strive to notify organizations of their new Tier status
- 277 before the first Fall/Spring budget submission deadline. Tiers are assigned as
- 278 follows:
- 279 i. Moving up: The deadline for applying to move up a tier is the first budget
- 280 cycle of the academic year (last Friday of August). The application must
- 281 be sent via email or through the electronic community platform used by
- 282 student organizations to the GPSAFC chair. To be considered for this
- 283 promotion, the organization must fulfill any one of the following criteria:
- 284 1. Utilization of at least 90% of Tier cap and allocated funds
- 285 (including additional funding through Field and Initiative funding)
- 286 for at least the past two consecutive years.
- 287 2. Utilization of at least 90% of Tier cap and allocated funds in the
- 288 past consecutive year, AND at least 35% increase in membership.
- 289 3. Utilization of at least 90% of Tier cap by a Tier 1 organization for
- 290 at least the past year.
- 291 ii. Moving down a tier: The GPSAFC reviews organization allocations and
- 292 spending at the end of each academic year. The GPSAFC will move
- 293 organizations down a tier if either of the following conditions apply:
- 294 1. If the organization's utilization of allocated funding was less than
- 295 80%, they will be considered for a downgrade in their Tier.
- 296 2. Groups in Tier 4 failing to reapply to retain their Tier will be
- 297 moved down a Tier automatically.
- 298 iii. Retaining your tier: An organization will retain its Tier placement, as long
- 299 as it spends greater than or equal to 80% of the funds allocated in an
- 300 academic year, and is not eligible for or does not apply for a Tier
- 301 promotion. To remain in Tier 4, groups must reapply annually.
- 302 f. Tier Appeals
- 303 i. Organizations that were moved down a tier can appeal by the last Friday
- 304 of September c.f. II.13. Appeals are not likely to be granted.
- 305 ii. The request should be sent to the FC Chair via email and include:
- 306 • A written explanation of the reason for the appeal request.



- 307                                   • Supporting documentation as appropriate, including but not limited  
308                                   to:
- 309                                   ○ Previous allocations
  - 310                                   ○ Receipts from events/reimbursements
  - 311                                   ○ Organizational budgeting files
  - 312                                   ○ Correspondence
  - 313                                   ○ Any additional documentation
- 314                   iii. Mistakes or administrative errors on the part of the graduate organization  
315                   or anyone acting on their behalf are not grounds for an appeal of tier  
316                   status.

- 317 3. Additional funding: This funding is in addition to the organization’s Tier cap limit, and  
318 does not count towards the Tier cap.
- 319       a. Field: Only one organization per academic field can apply for this funding, once  
320 per academic year, and such an organization must represent all the students in a  
321 given field. If necessary, the field’s Director of Graduate Studies (DGS) or  
322 Director of M.Eng. Program, or the professional school’s Director of Student  
323 Affairs, will make the final determination on which organization represents the  
324 graduate or professional students of a given field. While only one organization per  
325 field can apply for this funding, if several fields are represented in the  
326 aforementioned manner by one organization, that organization can apply for  
327 funding (the total membership of all the fields involved will determine the  
328 funding allocation for such an organization).
- 329           i. All organizations that wish to receive “field” funding must apply for  
330           “field” funding in their budget applications.
  - 331           ii. To apply for field funding, at least one seat on the GPSA (voting member  
332           or field representative) must be filled by a member from that field. This  
333           requirement must be satisfied at the time of budget submission. If this  
334           member misses more than two consecutive meetings in a given semester  
335           and does not send a replacement, the Executive Vice President shall notify  
336           the Chair of the Finance Commission, so that any funding allocated in the  
337           “field” category to that organization can be frozen. The funds will be  
338           restored when the member attends two consecutive GPSA meetings.
  - 339           iii. Each eligible field organization that applies for funding will receive a base  
340           allocation of 200 USD, with an additional one (1) USD for each student in  
341           that field. The GPSAFC bases field membership numbers on official data  
342           from the Fall Census conducted by the graduate school and on official  
343           statistics from the data management officials at each of the professional  
344           schools. Funding allocations for a given academic year are based on the  
345           field membership numbers from the previous academic year’s Fall  
346           Semester.
  - 347           iv. Organizations can use field funding for events occurring during the  
348           academic year for which the funds were allocated. Events funded by field  
349           funding (and not relying on any other GPSAFC funding) can, at the

350 organization's discretion, be open exclusively to members of that field.  
351 Organizations must advertise all events using field funding to all field  
352 members, whether via a list-serve or some other appropriate means.

353 **b. Initiative Funding**

354 i. Additional funds are available for events aligning with GPCI Initiatives, as  
355 outlined in the most recent GPCI Document. These funds do not count  
356 towards an organization's tier cap. Initiative Funding is limited to 200  
357 USD maximum per event and one event per semester per student  
358 organization and is subject to availability of funds.

359 ii. Groups applying for Initiative Funding must outline how their event  
360 supports one or more GPCI Objectives in the budget request.

361 1. e.g. If an event aims at giving information to students with families  
362 about resources available at Cornell, the organization could  
363 reference Objective 1 under Family Services in the GPCI  
364 document.

365 2. Specific reference to objectives in the GPCI document is required  
366 for getting Initiative funding.

367 iii. All advertisements for events receiving funding from the GPCI must  
368 include the statement "Funded by the GPCI"

369

370 **VIII. First Time Applicants for GPSAFC Funding**

- 371 1. First-time applicants will be placed in Tier 1.  
372 2. New groups can apply to move up one Tier in the next academic year.

373

374 **IX. Funding Allocation Appeals**

375 1. An organization that feels unfairly treated by a GPSAFC funding decision has the right to  
376 appeal. An organization may submit an appeal only to contest the GPSAFC's  
377 interpretation of the Funding Guidelines. Groups may ask for reconsideration of funding  
378 allocation a maximum of one time per budget request to the GPSAFC chairman via the  
379 electronic community platform used by student organizations or by email. The decision  
380 to adjust the allocation will be voted on by the GPSAFC.

381 2. The following procedure applies to all appeals:

382 a. The organization is advised to reach a resolution with the GPSAFC chairperson  
383 on an informal basis, initiating contact by email to the commission.

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

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

- 390 d. The GPSAFC will notify the organization of its decision within three days of its  
391 meeting. If the organization wishes to further appeal the GPSAFC's decision, its  
392 officers must contact the GPSAFC chairperson by email within one week of this  
393 notification.
- 394 e. If an organization makes this second appeal, the GPSAFC chairperson will refer  
395 the matter to the Appropriations Committee (GPSA-AC), which can uphold the  
396 GPSAFC's decision, advise the GPSAFC to reconsider, or refer the matter to the  
397 GPSA.
- 398 f. If an organization has appealed to the GPSAFC and the GPSA-AC and wishes to  
399 appeal further, the GPSAFC and GPSA-AC Chairpersons will take the matter to  
400 the GPSA for a final decision.

#### 401 X. Summer Budgets

- 402 1. For events during the summer (the dates between Graduation and the day before classes  
403 begin in the Fall semester), an organization must submit a summer funding application by  
404 the last Friday of March detailing information on location, time, program descriptions,  
405 and financial breakdown for all planned events.
- 406 2. The total sum of allocations towards events hosted during the summer may not exceed  
407 15% of the group's annual GPSAFC allocation during the academic year. Summer  
408 budgets do not count towards the organization's yearly tier cap.
- 409 3. 3. In order to receive the awarded funding, the organization must submit receipts within  
410 30 days after the event.

411

#### 412 XI. Co-Sponsorship

- 413 1. If two or more GPSAFC funded organizations wish to combine their efforts to produce a  
414 single event, they can apply for funds for particular non-overlapping costs of producing  
415 the event.
- 416 2. GPSAFC organizations cannot transfer funding from one group to another.  
417 Organizations must detail what expenses each group will bear at the event.
- 418 3. Total allocation for a single event shall not exceed the cap for Tier 4.

419

#### 420 XII. Enforcement

- 421 1. If, at any point, the GPSAFC finds that an organization has not adhered to these Funding  
422 Guidelines, has used funds improperly, or has provided false information in an  
423 application or correspondence of any kind with the GPSAFC, the commission reserves  
424 the right to take one or more of the following actions:
- 425 a. Provide the organization with a written warning noting the violation and asking  
426 the organization to change its practices so that it is no longer in violation.
- 427 b. Impose a defined probationary period (e.g., one semester or one year) during  
428 which the organization cannot apply for GPSAFC funding.

- 429           c. Withdraw part or all of any requested funds remaining from previous allocations  
430           2. The GPSAFC reserves the right to audit (budget, spending, and inventory) all GPSAFC-  
431           funded organizations, and it is incumbent on all organizations to aid the audit to the  
432           fullest.

433

434   XIII. Amendments

- 435           1. These Funding Guidelines may be amended by a majority vote of seated GPSA members.  
436           2. The GPSAFC Chairperson will review these Funding Guidelines each year and suggest  
437           appropriate alterations to the Chairperson of the GPSA Appropriations Committee.  
438           3. The GPSA can raise Funding Maximums on Restricted Items (Item V.2) at any time; any  
439           lowering of maximums will not take effect until the next budget cycle. The GPSA  
440           Appropriations Committee shall recommend changes for the next fiscal year's budget  
441           cycle before the end of February of the current academic year.  
442           4. The Appropriations Committee must recommend changes to these Funding Guidelines  
443           necessitated by changes in University policies and procedures.  
444           5. Amendments to the Funding Guidelines must be presented to the GPSA for discussion at  
445           least one meeting in advance of the meeting in which the final vote will take place.  
446           Changes to Tier brackets and/or the Appendix (Item XIV) may be done yearly at the  
447           GPSAFC's discretion, and do not require formal amendment of these Guidelines.

448

449   XIV. Appendix

- 450           1. Best practices to maximize favorable funding outcomes:  
451           a. The GPSAFC highly recommends submission of previous bills, quotes and a  
452           thorough justification of budget supplied for funding. The more detailed the line  
453           items on the request for funds, and the plan for the event, the more likely you are  
454           to receive a favorable decision.  
455           b. Collaborative efforts in hosting of events will be seen positively, and the event is  
456           likely to receive greater allocation.  
457           2. Examples of GPSAFC-fundable items include:  
458           a. Program:  
459           i. Speaker: For expenses of bringing a speaker or performer to campus,  
460           including:  
461           1. Honoraria or gifts.  
462           2. Personal vehicle travel, including toll fares and parking fees.  
463           3. Rental vehicles for transportation from outside of Ithaca to Cornell,  
464           including rental fee, gas, toll fares, and parking fees.  
465           4. Airline, train, boat, Zeppelin, or bus travel.  
466           5. Lodging.  
467           ii. Event Production: For expenses of producing a cultural, educational, or  
468           theatrical event on campus, including:

- 469 1. Rental or purchase of equipment: any equipment necessary for an  
470 event to be successful, including Audio-Visual equipment, VCRs,  
471 slide or film projectors, and table space.  
472 2. Services: additional services provided by the university required  
473 for an event, such as CU Police Department and/or Life Safety,  
474 lighting or sound experts, or security fees to protect an exhibit.  
475 3. Room rental: for on-campus (or GPSAFC-approved off-campus)  
476 facilities that charge a fee.  
477 4. Films: for expenses of showing a film on campus.  
478 iii. Reception: For food served during or following a cultural, educational, or  
479 theatrical event on campus.  
480 iv. Publicity:  
481 1. For advertising of GPSAFC funded events, such as: poster  
482 printing, banners (for specific events), advertisements and  
483 programs.  
484 2. The GPSAFC encourages organizations to be sustainable by  
485 reducing the quantity of paper advertisements and using electronic  
486 forms of communication where possible.  
487 b. Club Sports:  
488 i. Non-personalized sport equipment (including jerseys).  
489 ii. Facilities rental: funds to rent space for practices or competitions  
490 iii. Tournaments: expenses for competitions or tournaments hosted by the  
491 organization  
492 c. Publication: non-professional journal or magazine, including the costs related to  
493 printing or copying of issues, or costs related to the production of an online  
494 journal  
495 3. Other Funding Sources  
496 a. In addition to GPSAFC funding, organizations may be eligible to apply for  
497 funding from other agencies on and off campus, including co-sponsorship from  
498 other byline-funded organizations. Some on-campus groups that often co-sponsor  
499 events include:  
500 i. Diversity and International groups: International Students Union (ISU),  
501 ALANA, SDDI, Dean of Student, Graduate School (OISE), International  
502 Students and Scholars Office (ISSO), Asian and Asian American Center  
503 (A3C), South Asia Program  
504 ii. Performances: Cornell Concert Commission, Cornell University  
505 Programming Board, Department of Music, CUTonight (for late night  
506 events)  
507 iii. Co-sponsorship: GPSA-Programming Board