

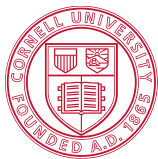
## **GPSA Finance Commission Funding Guidelines**

### **I. Eligibility Criteria for Organizations**

1. An organization must register with the Campus Activities Office (CAO) (or equivalent office) for the current academic 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 and distinctive service to the Cornell community.

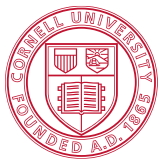
### **II. General Funding Parameters**

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. Budgets should be submitted through the electronic community platform used by graduate and professional student organizations (CampusGroups) by the deadlines specified in the table of important deadlines (II.13). The president and treasurer of the organization must submit approval of each budget through the electronic community platform by the deadline of the budget submission. Organizations may submit a single budget or submit multiple budgets over the course of the academic year. For each budget, the budget submission date must be before the date of the events outlined in the request. GPSAFC does not allocate funds retroactively for events that are held before budget submission. Events may be held after budget submission but before budget approval; however, GPSAFC cannot guarantee allocation.



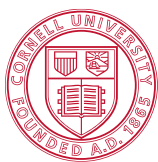
## Cornell University Graduate and Professional Student Assembly

3. For all events, GPSAFC requires detailed event descriptions that demonstrate the event's appeal to graduate and professional students and outline responsible planning. Please note that the lack of justification can be a basis for budget denial.
  - a. To obtain 300 USD or more in funding for an event, additional detailed information, including but not limited to previous receipts, quotes, budget breakdown, time and location of the event, number of attendees should be submitted at the time of budget submission. For events receiving less than 300 USD in GPSAFC funding, detailed budget breakdowns are recommended but not required.
  - b. 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.
4. 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 VII.3.A.
5. The organization must submit the event details (i.e. time, location, program speakers, topic descriptions) to the Campus Groups Calendar ([cornell.campusgroups.com/events](http://cornell.campusgroups.com/events)) two (2) weeks before the event. For events receiving less than 300 USD in GPSAFC funding, Event Calendar submissions are recommended but not required.
6. Groups applying for GPSAFC funding for the first time will have allocations in their budgets restricted to the maximum amount set annually as described in Item VIII.
7. 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".
8. Organizations can request money electronically from approved budgets in CampusGroups using a Payment Request in either of two ways: 1. by purchasing items with personal funds, submitting an itemized receipt(s) within one month of the purchase, and being reimbursed; or 2. by requesting a direct payment from Cornell to a Cornell department, a vendor or a person before or after an event. Payment requests should be for the exact amount of money spent/needed for an event, not the amount of money originally budgeted for the event. It is fine to go slightly over-budget for some items/events and under-budget for others as long as



## Cornell University Graduate and Professional Student Assembly

- the total of payment/reimbursement requests is less than the total GPSA funding an organization has been allocated so far for the academic year.
9. Events funded through GPSA Fall/Spring budget allocations 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. All budgets will terminate at the end of the academic year, regardless of when they were submitted.
10. All events must occur on campus or on auxiliary Cornell properties to ensure that the majority of the Cornell community has the opportunity to participate.
- a. “On campus” is defined as being located in either the Ithaca campus, the Geneva campus, and the Cornell Tech campus. “Auxiliary Cornell properties” are defined as all Cornell-owned or leased properties that do not fall under “on campus”. If events are held on auxiliary Cornell properties that are not easily walkable from the center of the nearest Cornell campus, reasonable transportation options must be provided.
  - b. The GPSAFC may grant exceptions under special circumstances, such as a lecture series in a downtown science center or community center. 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 the event location prior to the event.
11. 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.
12. Help with CampusGroups and more information about GPSAFC is available at <https://cornell.campusgroups.com/gpsafc/>. Student organizations may also request help from the Cornell Student Organization Business Office (SOBO) on budgeting, direct payments to vendors, food ordering, and reimbursement by emailing [sobo@cornell.edu](mailto:sobo@cornell.edu).
13. Organizations are encouraged to keep track of attendance, especially for large events, to help estimate attendance for future events in future budget requests. Sign-in sheets are one way to do this. Note that information on approximate event attendance is required to support funding requests for future events.
14. Some events require registration with the Events Management Planning Team (EMPT); see the EMPT website for details and register if required.



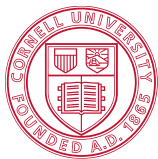
**Cornell University**  
Graduate and Professional  
Student Assembly

| Type                      | Budget Opens  | Submission Deadline   | Review Date  |
|---------------------------|---|---|--|
| Tier-Related              | NA, email <a href="mailto:gpsafc@cornell.edu">gpsafc@cornell.edu</a> to apply for tier increases/appeals  | <ul style="list-style-type: none"> <li>Aug. 27<sup>th</sup>, 2021—Application for Tier Increase</li> <li>Oct. 3<sup>rd</sup>, 2021—Tier Appeal</li> </ul>   | <ul style="list-style-type: none"> <li>Sept. 15<sup>th</sup>, 2021</li> <li>Oct. 15<sup>th</sup>, 2021</li> </ul>  |
| Fall/<br>Spring<br>Budget | <ul style="list-style-type: none"> <li>Aug. 10<sup>th</sup>, 2021</li> <li>Aug. 27<sup>th</sup>, 2021</li> <li>Sept. 24<sup>th</sup>, 2021</li> <li>Oct. 29<sup>th</sup>, 2021</li> <li>Jan. 3<sup>rd</sup>, 2022</li> <li>Jan. 28<sup>th</sup>, 2022</li> <li>Feb. 25<sup>th</sup>, 2022</li> <li>March 25<sup>th</sup>, 2022</li> </ul> | <ul style="list-style-type: none"> <li>Aug. 27<sup>th</sup>, 2021</li> <li>Sept. 24<sup>th</sup>, 2021</li> <li>Oct. 29<sup>th</sup>, 2021</li> <li>Nov. 26<sup>th</sup>, 2021</li> <li>Jan. 28<sup>th</sup>, 2022</li> <li>Feb. 25<sup>th</sup>, 2022</li> <li>March 25<sup>th</sup>, 2022</li> <li>April 29<sup>th</sup>, 2022<br/>(Last date to submit budgets for the current academic year)</li> </ul> | <ul style="list-style-type: none"> <li>Sept. 15<sup>th</sup>, 2021</li> <li>Oct. 15<sup>th</sup>, 2021</li> <li>Nov. 15<sup>th</sup>, 2021</li> <li>Dec. 15<sup>th</sup>, 2021</li> <li>Feb. 15<sup>th</sup>, 2022</li> <li>March 15<sup>th</sup>, 2022</li> <li>April 15<sup>th</sup>, 2022</li> <li>May 15<sup>th</sup>, 2022</li> </ul> |
| Summer<br>2022<br>Budget  | <ul style="list-style-type: none"> <li>March 25<sup>th</sup>, 2022</li> </ul>   | <ul style="list-style-type: none"> <li>May 10<sup>th</sup>, 2022</li> </ul>   | <ul style="list-style-type: none"> <li>May 15<sup>th</sup>, 2021</li> </ul>  |

15. Important deadlines:

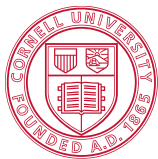
### III. Organizations and Activities Ineligible for GPSAFC Funding

1. Per GPSA policy, the GPSAFC cannot fund:



## Cornell University Graduate and Professional Student Assembly

- 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. 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.
  4. 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. Any group that violates this policy may have its remaining funding suspended or revoked.

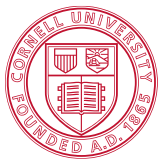


## Cornell University Graduate and Professional Student Assembly

5. 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.
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.
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. 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.
9. 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



## Cornell University Graduate and Professional Student Assembly

them in future years. A current list of the club's relevant inventory should be provided along with the request for funding.

10. 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 for assistance.
11. An individual acting as the representative of a field organization cannot concurrently serve as the representative for another organization or field.
12. Organizations must allow the GPSA to send emails to their members via their membership list-servs.
13. Should a school or university unit prevent the GPSA from sending, or their students from receiving, email communications from the Assembly, the GPSA or GPSAFC may, in their discretion, withhold funding from that school or unit's affiliated organizations.

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

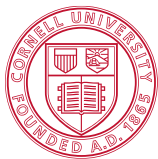
#### **1. Ineligible Items**

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

#### **b. General items:**

- Office supplies or equipment
- Organization stationery, certificates, membership or business cards
- Resume books, directories, or other printed materials for professional/career development

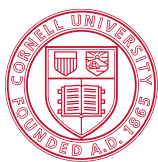




**Cornell University**  
**Graduate and Professional**  
**Student Assembly**

- 196                   • Phone equipment, toll call or fax expenses
- 197                   • Postage
- 198                   • Office space or secretarial expenses
- 199                   • Conference expenses or membership fees (except for some Club Sports with
- 200                   the appropriate permission from the GPSAFC)
- 201                   • Admission fees for performances, films, museums or sporting events
- 202                   • Container deposits
- 203                   • Gifts (except for speakers); note that items of under \$75 in value that are not
- 204                   cash may be given as prizes for events, e.g. to the winners of a trivia night.
- 205                   Prizes are limited to three per event (i.e. three prizes worth no more than \$75
- 206                   in value each are allowed per one event).
- 207                   • Publication of academic journals
- 208                   • Purchase of books, magazines, or academic journals
- 209                   • Newsletters
- 210                   • Web design and web-hosting unless for an online publication
- 211                   • Honorariums, travel expenses, and accommodation for alumni whose last
- 212                   degree from Cornell University was received within the last 5 years.
- 213                   Exceptions may be granted with the inclusion of a letter of support from the
- 214                   organization's advisor.
- 215                   • Speaker or performance expenses for University employed graduate students.
- 216                   • Purchase of T-shirts and other clothing (except non-personalized jerseys for
- 217                   club sports).
- 218                   • Items that will be retained by individual members of the organization.
- 219                   c. Items towards speakers:
- 220                   • Charges for bar, video, valet, phone or other personal charges
- 221                   • Grocery shopping for food
- 222                   2. Restricted Items:



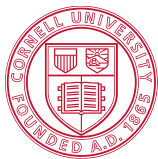


## Cornell University Graduate and Professional Student Assembly

- 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. Alcohol:
  - All event sponsors hosting events with alcohol on university property must adhere to the [University's Policy 4.8, Alcohol and Other Drugs](#).
  - Alcohol cannot be distributed by groups or group officers. For virtual events, all group members can purchase alcohol individually from the vendor and seek reimbursement through CampusGroups individually. The submitted budget should reflect the total cost of alcohol for the event. Groups should monitor the number of individuals who plan to buy alcohol individually to prevent exceeding the submitted budget. Alternatively, the faculty advisor can accept liability for alcohol distribution. In this case, written approval from the faculty advisor is required for *each event* where alcohol is distributed. For in-person events, groups must adhere to the University's Policy 4.8, Alcohol and Other Drugs.
  - Total GPSAFC-funded alcohol expenditures per academic year should not exceed 10% of Tier cap. Hard alcohol cannot be purchased with GPSAFC funds. Events involving alcohol should be registered with the Events Planning Management Team (EPMT) and adhere to the guidelines outlined in the Campus Code of Conduct and University Policy 4.8 (Alcohol and Other Drugs). Organizations wishing to spend more than 10% of their Tier cap on alcohol in an academic year must email the GPSAFC Chair with an explanation of why the additional alcohol purchase would be necessary, along with specific details about how the event(s) with alcohol present will be advertised to the broader Cornell community and kept in compliance with the Events Planning Management Team (EPMT) and Campus Code of Conduct guidelines; this request may be approved or denied by the GPSAFC Chair.

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

1. Organizations should spend allocated funds for the purposes specified in the budget request.

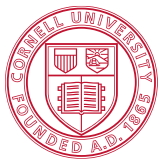


## Cornell University Graduate and Professional Student Assembly

2. Organizations are encouraged to reschedule events whenever possible if an event cannot be held as originally planned. Organizations should submit a short explanation along with their reimbursement request if one or more of the following minor event details have changed: Date/time, On-campus location, Speaker
3. An organization may request cancellation of allocated funding under exceptional circumstances outside the control of a graduate student organization. (E.g. A snowstorm occurs in May and the event cannot be rescheduled.)
  - a. The request should be sent to the FC Chair via email and include:
    - A written explanation of the reason for the cancellation request.
    - Supporting documentation as appropriate, including but not limited to:
      - Printout of originally allocated budget
      - Documentation of exceptional circumstances
      - Correspondence
      - Any additional documentation
  - b. Lack of interest in an approved event, or mistakes or administrative errors on the part of the graduate organization or anyone acting on their behalf are not grounds for cancellation of funds.

### **VII. 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



## Cornell University Graduate and Professional Student Assembly

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. Each year, the GPSAFC in consultation with the GPSA and the GPSA Appropriations Committee, may 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.

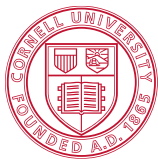
- d. Tier 4: \$3500 USD cap

- i. Groups in this tier must demonstrate a history of funding utilization >90% and have a large membership base (registered through the electronic community platform used by student organizations, 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. The GPSAFC will strive to notify organizations of their new Tier status before the first Fall/Spring budget submission deadline. Tiers are assigned as follows:

- i. Moving up: The deadline for applying to move up a tier is the first budget cycle of the academic year (last Friday of August). The application must be sent via email to the GPSAFC chair. To be considered for this promotion, the organization must fulfill any one of the following criteria:



## Cornell University Graduate and Professional Student Assembly

1. 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.
2. Utilization of at least 90% of Tier cap and allocated funds in the past consecutive year, AND at least 35% increase in membership.
3. Utilization of at least 90% of Tier cap by a Tier 1 organization for at least the past year.

In the tier increase application the organization should include the following:

1. Proof of compliance with the fund utilization criterion.
2. Statement why they need the tier increase (e.g., plans for future events, growth in membership, etc.)
3. Financial plan for how the organization would utilize the funds in the upcoming academic year.

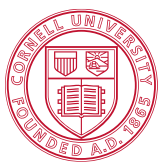
ii. Moving down a tier: The GPSAFC reviews organization allocations and spending at the end of each academic year. The GPSAFC will move organizations down a tier if either of the following conditions apply:

1. If the organization's utilization of allocated funding was less than 80%, they will be considered for a downgrade in their Tier.
2. 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.

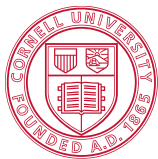
### f. Tier Appeals

- i. Organizations that were moved down a tier can appeal by the last Friday of September c.f. II.13. Appeals are not likely to be granted.
- ii. The request should be sent to the FC Chair via email and include:
  - A written explanation of the reason for the appeal request.
  - Supporting documentation as appropriate, including but not limited to:



## Cornell University Graduate and Professional Student Assembly

- Previous allocations
- Receipts from events/reimbursements
- Organizational budgeting files
- Correspondence
- Any additional documentation
- iii. Mistakes or administrative errors on the part of the graduate organization or anyone acting on their behalf are not grounds for an appeal of tier status.
- 3. 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, 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 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 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



## Cornell University Graduate and Professional Student Assembly

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.

### b. Initiative Funding

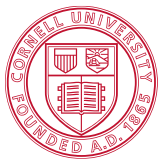
- i. Additional funds are available for events aligning with GPCI Initiatives, as outlined in the most recent GPCI Document. These funds do not count towards an organization's tier cap. Initiative Funding is limited to 200 USD maximum per event and one event per semester per student organization and is subject to availability of funds.
- ii. Groups applying for Initiative Funding must outline how their event supports one or more GPCI Objectives in the budget request.
  1. e.g. If an event aims at giving information to students with families about resources available at Cornell, the organization could reference Objective 1 under Family Services in the GPCI document.
  2. Specific reference to objectives in the GPCI document is required for getting Initiative funding.
- iii. All advertisements for events receiving funding from the GPCI must include the statement "Funded by the GPCI"

## VIII. 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.

## IX. Funding Allocation 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



## Cornell University Graduate and Professional Student Assembly

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 electronic community platform used by student organizations or by email. The decision to adjust the allocation will be voted on by the GPSAFC.

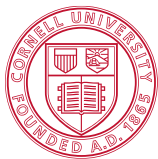
2. The following procedure applies to all appeals:

- 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 email 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.

### **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 15% of the group's annual GPSAFC allocation during the academic year. Summer budgets do not count towards the organization's yearly tier cap.





## Cornell University Graduate and Professional Student Assembly

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

### **XI. Co-Sponsorship**

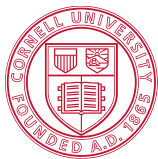
1. If two or more GPSAFC funded organizations wish to combine their efforts to produce a single event, they can apply for funds for particular non-overlapping costs of producing the event.
2. GPSAFC organizations cannot transfer funding from one group to another. Organizations must detail what expenses each group will bear at the event.

### **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 requested 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



# Cornell University

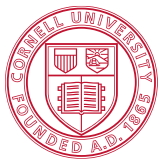
## Graduate and Professional Student Assembly

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.

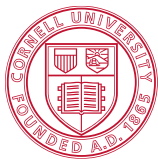
### **XIV. Appendix**

1. Best practices to maximize favorable funding outcomes:
  - a. 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 the plan for the 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.
    - ii. Event Production: For expenses of producing a cultural, educational, or theatrical event on campus, including:



## Cornell University Graduate and Professional Student Assembly

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
  - iii. Tournaments: expenses for competitions or tournaments hosted by the organization
- 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
  - a. 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:
    - i. Diversity and International groups: International Students Union (ISU), ALANA, SDDI, Dean of Student, Graduate School (OISE), International



**Cornell University**  
**Graduate and Professional**  
**Student Assembly**

- 534                               Students and Scholars Office (ISSO), Asian and Asian American Center  
535                               (A3C), South Asia Program
- 536                               ii. Performances: Cornell Concert Commission, Cornell University  
537                               Programming Board, Department of Music, CUTonight (for late night  
538                               events)
- 539                               iii. Co-sponsorship: GPSA-Programming Board