WHAT’S GSC CLUB FUNDING & HOW DO I APPLY FOR IT?

DAN JOHNSON
GSC TREASURER
WHAT IS GSC CLUB FUNDING?

GSC Club Funding is funding the GSC allocates to support official clubs at Caltech that include graduate students as members. This funding is intended to support the general activities of clubs and their planned events for the upcoming academic year. You will apply for this funding by Sept. 1st for use during the whole 2016-17 academic year.

Other GSC funds available to clubs:
• Event funding
  • New events not initially planned
• Quickfunding
  • Impromptu events/activities (e.g., in response to current events)
  • $300 or less
HOW DO I OBTAIN CLUB FUNDING FOR MY CLUB?

The GSC Club Funding process is entirely online! Go to the following web address to begin:

https://goo.gl/forms/E814tUdbGgPyooMo1

*Note: Links to this address can be also be found on the GSC’s Facebook page (see the “Club Funding Deadline” event) and the GSC website.
HOW DO I OBTAIN CLUB FUNDING FOR MY CLUB? (CONT.)

After completing the budget workbook:

• Fill out the remainder of the Google Form with your club’s membership and budget information
• Upload your clubs budget workbook (at the end of the form)
• Submit! You’re done 😊
CLUB FUNDING TIPS/SUGGESTIONS

• Request funding from diverse sources (GSC has limited funding ability):
  • Moore-Hufstedler Fund (MHF)
  • Caltech Alumni Association
  • ASCIT & Anonymous (if your club also includes undergrads)

• Emphasize and concentrate on events open to wider campus community

• Make reasonable requests (amounts & use)
  • E.g., food for events = ☺, food for weekly club meetings = ☻
CLUB FUNDING TIMELINE

• ***SEPT. 1ST: CLUB FUNDING DEADLINE***

• By Sept. 16th: GSC Budget Committee Club Funding Meeting

• By Sept. 28th: Notification of your club’s allocation

• Oct. 1st, 2016 – Sept. 30th, 2017: Allocated funds available to spend
SO, MY CLUB WAS ALLOCATED GSC CLUB FUNDING – HOORAY! NOW, HOW DO WE ACCESS THE FUNDING?
All GSC Club Funds are dispersed through reimbursement*; i.e., you will keep receipts documenting your club’s expenses, submit these to the GSC Treasurer, and receive the funds through your club’s bursar’s account.

*Note: Please contact the GSC Treasurer if this presents any difficulties! We may be able to pay for large expenses directly if reimbursement creates financial hardship...
GSC CLUB REIMBURSEMENT PROCESS

Steps to obtain reimbursement:

• Download and fill out the GSC’s Reimbursement Request form from the GSC’s website
• Attach the original receipts to the completed form
• Mail the form to the GSC Treasurer (MC 206-51)
• Receive the requested funds in your club’s bursars account (3-4 weeks)
NOTE ON CLUB FUNDING

We monitor the total amount spent by each club relative to what was allocated, not the specific amounts spent on each event and item!

I.e., it is OK if your club:
• Decides not to hold one event and plans a different one instead
• Goes over the expected budget on one event and under on another
• Etc.

We only care about the total amount spent for the year! You are free to use it as you please 😊
WHAT IF I WANT TO HOLD ANOTHER EVENT THAT MY CLUB DID NOT ORIGINALLY BUDGET FOR?
EVENT FUNDING

Event Funding is intended to support events put on by clubs that were either originally not planned by the club or for which additional funding beyond that originally allocated is required.

To receive Event Funding, a club must do the following:

1) Email the GSC Chair and GSC Treasurer a proposal (1 page maximum) at least 3 business days prior to a GSC BoD monthly meeting including the amount requested, club funding received (if any), and club funding spent so far (if any).

2) Give a presentation (5 minutes maximum) to the GSC BoD about the event and answer Directors’ questions.
Quickfunding is a “quick” source of funds for clubs, teams, groups, and individuals to put on spontaneous events open to all graduate students. Up to $300 may be obtained through this route with a decision time of 48 hours, and the event must occur within three weeks of the funding request.

To receive Quickfunding:

1) Apply for Quickfunding through the “Quickfunding” link on the GSC website; try to do so at least four days in advance of the event to allow adequate time for advertising.

2) Wait (48 hours) as the GSC BoD discusses and votes electronically.

3) Receive your decision and (if approved) advertise!
OTHER NOTES

• GSC Club Funding does not carry over from year to year

• Academic Media Technologies handles most room reservations and associated audio/visual needs. Many rooms may be reserved for free through their website. See the following links:
  
  https://amt.caltech.edu/resources/room_reserve
  https://www.caltech.edu/content/other-campus-locations

• IMSS offers web hosting. Information can be found at the following link:
  
  https://imss.caltech.edu/web-hosting
QUESTIONS?