GSOGA Grant Application Guidelines

Purdue Graduate Student Government (PGSG) Graduate Student Organization Grant Allocation (GSOGA) provides funding to Purdue graduate student organizations registered with the Student Activities & Organizations Office at Purdue University (West Lafayette) by helping them obtain funding in order to enhance campus life and their respective organizations. The GSOGA grant funds organizations to support their activities, events and programs. Such activities and events should enhance graduate student quality of life, allow opportunities for academic, professional and personal development, promote engagement with the community, and create a forum for the exchange of information and ideas. These funds have been made available annually by the Purdue University administration; and therefore, this initiative must benefit the members of student organizations on the West Lafayette campus and support the mission and strategic plan of Purdue University (West Lafayette) as well as the Purdue University Graduate School’s Strategic Plan.

FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN THE REJECTION OF YOUR APPLICATION OR THE REVOCATION OF FUNDING

APPLYING FOR GRAC FUNDS
A. Application deadlines and the application form will be posted on the PGSG website: www.purdue.edu/pgsg
B. All applications must be complete and submitted by the appropriate deadline or they will not be considered for funding
C. Only one application may be submitted per GSOGA application deadline per graduate student recognized student organization (gsRSO)
D. Each gsRSO is limited to two applications per fiscal year, which runs from July 1 through June 30 Confirmation of receipt of a completed application will be sent to the gsRSO president or treasurer by email

INSTRUCTIONS/ REVIEW PROCESS
A. All eligible applications will be reviewed by members of the Grant Review and Allocation Committee (GRAC) of PGSG
B. GSOGA applications will be rated based on the following criteria:
   1. Financial need and budgeting
   2. Benefit to a graduate students’ academic and professional development
   3. Benefit to graduate students’ quality of life
   4. Number of people the grant will benefit
   5. Community benefit
C. The total number of awarded applications will be determined by the GRAC Budget
   The president and/or treasurer of the gsRSO will be notified of the decision and the amount of funds to be awarded via email.
APPLICANT ELIGIBILITY

A. Only graduate student Registered Student Organizations (gsRSOs) that are Recognized Student Organizations (RSOs) with the Business Office for Student Organizations (BOSO) and recognized graduate student organizations by PGSG are eligible to apply for and receive GSOGA funds.

B. All RSOs seeking GSOGA funds must register annually with the Student Activities Office (SAO)

C. Once registered with the SAO, an RSO may apply for graduate student status with PGSG

D. RSOs wishing to apply for graduate status must annually update and submit FCO Form 6 to the PGSG treasurer to be considered for funding

E. RSOs are not recognized graduate student organizations until they are informed of their acceptance by the PGSG

F. A representative from the RSO is encouraged to attend the PGSG meeting where approval is to be considered to speak on behalf of their organization

G. The gsRSOs must be in good standing with SAO, BOSO, and PGSG in order to be eligible for funding or to use funds that have been appropriate to them through the GSOGA committee

H. Only requests for funding activities for the current fiscal year are eligible for GSOGA funds

I. Two types of GSOGA grants will be awarded
   1. Start-up proposals for gsRSOs in their first or second semester of recognition by the SAO and BOSO
   2. Budget proposals for gsRSOs that have been recognized by the SAO and BOSO for more than 2 semesters

J. All GSOGA funds must be used in accordance with all University, Graduate School, SAO, and BOSO, and PGSG regulations. Funds may not be used to fund anything in the restriction sections below

FUNDING RESTRICTIONS

A. GSOGA funds may not be used for:
   1. Anything found in violation of law and/or Purdue University rules, regulations, policies and procedures
   2. Plaques, prizes scholarships, awards, trophies, or medals, or other related gift items
   3. Telephone, electronic facsimile, internet, cable, or communication device charges
   4. Firearms, weapons, or ammunition
   5. Tobacco or tobacco-related products
   6. Illegal or illicit substances or devices
   7. Controlled substances
   8. Pornography or other products that are demeaning or degrading to people
9. Any court actions
10. Costs or litigation against Purdue University, of its employees in fulfillment of their duties, or against its students
11. Are proselytizing or evangelical in nature
12. Are intended to be fundraising projects
13. Are electioneering or lobbying efforts, activities, fund drives, or campaigns
14. Include exotic dancers or anything demeaning or degrading to people
15. Equipment purchases for housing units or capital improvements
16. Equipment for resale for fundraisers or other purposes
17. Equipment designed specifically for use with alcoholic beverages, drugs, or illegal substances
18. Furniture
19. Gaming equipment intended for use in games of chance
20. Communications designed to honor, thank, or congratulate an individual or group
21. Communications designed to publicize a fundraising event or to raise funds directly
22. Costs for design work for marketing, logos, letterhead, program covers, etc
23. Postage (unless publications are paramount to gsRSOs mission)
24. Travel for organizations
25. Personal or classified ads
26. Payments to invest in or provide capital for any business or commercial enterprise, or any activity intended to generate profit
27. Items or expenses not included in the original GSOGA application
28. Charity donations
29. Purchase of beer, wine or other alcoholic beverages.

ALLOCATION PROCESS

A. All GSOGA funds will be distributed through the gsRSOs account in BOSO
B. Funds will go to support gsRSOs and not necessarily to a specific event
C. gsRSO treasurers will be notified by e-mail of their funding status
B. DOCUMENTATION REQUIREMENTS

A. A semesterly report detailing the use of GSOGA funds must be submitted by all gsRSO organizations receiving GSOGA funds
B. gsRSOs failing to submit a semesterly report will be considered not in good standing with the PGSG until the report is submitted
C. The GSOGA board, PGSG, SAO, BOSO, or the Graduate School may, at any time, request documentation for an expense supported by GSOGA funds, submitted to the gsRSO treasurer via email
D. Failure to respond to this request will result in the gsRSO being considered not in good standing with the PGSG
E. Each gsRSO must submit an itemized annual budget with each application

C. POLICY COMPLIANCE

It is the responsibility of all RSOs to read and understand all policies and procedures of Purdue University, the GSOGA Board, SAO and BOSO. gsRSOs that receive GSOGA funding must be in compliance with all policies and procedures at all times. gsRSOs that are found to be in violation of any policy of Purdue University, the GRAC Board, SAO or BOSO must reimburse any and all funds they received during the time they were in violation of these policies. Furthermore, any gsRSOs that attempt to defraud or mislead Purdue University, the GSOGA Board, SAO or BOSO will be subject to disciplinary review by the Office of the Dean of Students (ODOS), and those involved may be held individually responsible and criminally liable for any funds received under false pretenses or illegally.