



# University of Pittsburgh GPSG

## GPSG Supplemental Funds Application

825 Wm. Pitt Union; 3959 Fifth Avenue; Pittsburgh, PA 15260  
412-648-7844 (Office) ■ pittgpsg@gmail.com ■ www.gpsg.pitt.edu

### Required Elements to Receive GPSG Supplemental Funds

- 1) Organizations **must be certified** by the Student Organization Resource Center (SORC). Please visit <http://www.sorc.pitt.edu/> for further information.
- 2) Organizations should have sought other funding prior to applying to the GPSG.
  - a. Possible alternative sources may include but not limited to:
    - i. Schools
    - ii. Other student organizations interested in co-hosting the event
    - iii. Sponsors
    - iv. Etc.
  - b. Please contact the VP of Finance at [finance.gpsg@pitt.edu](mailto:finance.gpsg@pitt.edu) to learn about possible existing limits for supplemental funding applications
- 3) Organizations may only receive supplemental funds once during a fiscal year (July 1 to June 30) however, they can apply multiple times if not received before
- 4) If GPSG supplemental funding is awarded, GPSG must be recognized and advertised as co-sponsor of the event
- 5) An attendee sign-up sheet must be submitted to the GPSG after each event.
- 6) All funds granted will be deposited into the student organization SORC account. Organizations **must work with SORC to purchase approved items/materials/expenses.**
- 7) The event must be advertised through GPSG at least two weeks in advance of the event. Send a brief description and any promotional material to the VP of Communications: [communications.gpsg@pitt.edu](mailto:communications.gpsg@pitt.edu)
- 8) This application must be submitted at least four weeks in advance of the event.
- 9) No retroactive funds will be approved
- 10) Graduate student groups are only eligible for applying to supplemental funding if they have previously submitted their budget allocation to VP of Finance at [finance.gpsg@pitt.edu](mailto:finance.gpsg@pitt.edu)

### Guidelines

Please refer to the GPSG Supplemental Funding Manual found at <http://www.gpsg.pitt.edu/services/supplemental>



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Date Received:

*Please print or type clearly. Gray spaces for office use only.*

1. Name of Organization: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_
3. Contact Person's Affiliation with Organization: \_\_\_\_\_
4. Contact Person's Email Address: \_\_\_\_\_
5. Advisor's Name and email address: \_\_\_\_\_
6. Department/School Affiliation: \_\_\_\_\_
7. When is your organization last certified by SORC? \_\_\_\_\_
8. Number of Graduate/Professional students active in Organization: \_\_\_\_\_

Date of Event	Event Description	Amount Requested	Amount Recommended	Amount Approved	Amount Paid

9. Expected Number of Attendees: \_\_\_\_\_ Number of Pitt graduate and professional students? \_\_\_\_\_
10. Expected Pitt school and/or Pitt student group affiliation(s) of attendees: \_\_\_\_\_

11. **Please attach the following information:**

- a. Budget for Organization's fiscal year
- b. Budget for this specific event, which itemizes all expenses associated with the proposed event/activity including food, fees, and all other applicable expenses, as well as all funding sources and amounts for this event
- c. Description of the event and how the event will enhance the life of Pitt graduate and professional students
- d. Further available supporting documentation, as applicable.