GPSG Supplemental Funds

Application

825 Wm. Pitt Union; 3959 Fifth Avenue; Pittsburgh, PA 15260
412-648-7844 (Office) ■ pittgps@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 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

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

Guidelines

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

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<tr>
<th>Date of Event</th>
<th>Event Description</th>
<th>Amount Requested</th>
<th>Amount Recommended</th>
<th>Amount Approved</th>
<th>Amount Paid</th>
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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.