

Funding Guidelines 2017-2018

Harris School of Public Policy
Harris Student Government
Finance Committee

Updated: October 2017



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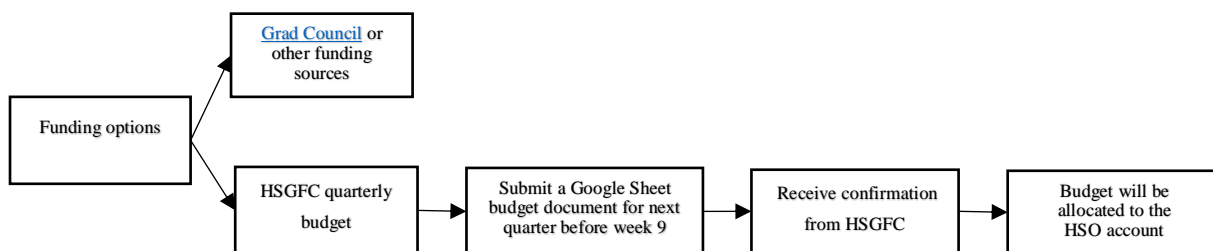
Overview

The following Guidelines shall serve to provide a framework within which the Harris Student Government Finance Committee (HSGFC) and Harris Student Organizations (HSO) may understand the allocation process. These Guidelines serve as governing documents for HSGFC, however, HSGFC has discretion to change the Guidelines as they see fit. HSOs will be notified of such changes.

HSGFC General Funding Guidelines

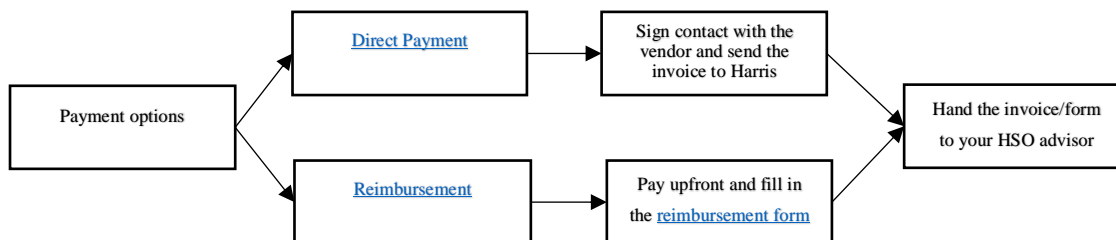
Section 1: General Funding Allocation Process

1. Funding Request Process



Note: ad-hoc funding is still available through Special Allocation (Section III).

2. Payment Process



Note: HSGFC strictly prefers direct payment to reimbursement. HSOs should only choose reimbursement when direct payment is unattainable.

Section II: General Funding Principles

1. All events sponsored by HSGFC must follow university policies.
2. All events funded by HSGFC must be open to all Harris students, regardless of whether they are members of the requesting organization or not.
3. HSGFC encourages HSOs and individuals to undertake events that add to the overall student experience.
4. HSGFC highly recommends co-sponsorship, fundraising, corporate support, or other forms of subsidies, and will consider partial funding for such requests.
5. HSGFC will not support discretionary funds, non-specific miscellaneous expenses, emergency cash, petty cash, or non-specific maintenance requests.

6. HSGFC will generally not fund events for which the sole purpose is to promote other events.
7. HSGFC may look at the HSO's funding application history when making funding decisions ([Event Archive](#)).
8. HSGFC will often refer to the [Student Government RSO Cost Guide](#) when making funding decisions. HSOs should be mindful of the cost guide when requesting funding from HSGFC.
9. HSGFC will look at cost per head when making funding decisions (i.e. a lunch event costing \$10-14/attendee and dinner, \$12-18/attendee). Certain budgets, by nature of the event, do require higher costs per head and HSGFC will take this into accounts.

Section III: Submission & Presentation of Special Allocation

1. HSGFC will hear special allocation requests on the second Wednesday of each month at a time and room to be determined, effective January 2018.
2. Special allocation requests must be submitted via [HSGFC Funding Application](#) by midnight the Tuesday before the next HSGFC meeting.
3. Individuals can request funding from HSGFC as "Eventpreneur/Others".
Eventpreneur fund is meant for students seeking one-time funding for an organization that does not yet have HSO status, but operates as one.
4. HSGFC will not hear special allocation requests that are needed within 3 business days or for events of which the expense will be incurred before the soonest HSGFC meeting.
5. Expenses incurred before receiving allocation confirmation from HSGFC will most likely not be reimbursed.
6. HSGFC requires that all special allocation requests be complete, itemized, and include all pertinent information relevant to the request including, but not limited to: the name of the vendor, specific price quotes on all items requested, and quantity requested.
7. An HSO contact/representative must attend the HSGFC meeting to request a special allocation.
8. An HSO can request that HSGFC expedite their special allocation request once an academic year if the HSO requires a decision before the HSGFC meeting.
9. HSGFC will generally send confirmation emails within 48 hours after HSGFC meeting. HSOs may appeal by emailing [HSGFC](#) within 72 hours after they receive the confirmation.

Section IV: Miscellaneous

1. HSGFC will make the best effort to allocate all student activity fees at the end of the academic year.
2. If an HSGFC member sits on the board of the requesting organization, then s/he shall not participate in the decision-making process of that funding request.
3. All HSOs must spend the budget as requested. If an HSO spends more/less than it previously requested, then it will have an account deficit/surplus.
4. If the requesting HSO has an account surplus, then it is at the HSO's discretion how to allocate the excess, but an excess of pre-allocation from HSGFC may be taken into consideration for future funding requests.
5. HSGFC will generally not fund debt or loans. If the requesting HSO has an account deficit, then it must fundraise to obtain a positive balance to keep requesting funding from HSGFC.
6. HSGFC will generally release its [semi-quarterly financial report](#) at week 5 and week 10. Live tracking sheet can be found [here](#).

7. More resources can be found on [HSO Financial Support Webpage](#).

Section V: HSGFC Funding Guidelines Changes

1. This document shall not be considered a part of the Harris Student Government Bylaws nor a set of Bylaws for HSGFC.
2. 2. Proposals to amend the Funding Guide must come from an HSGFC member. Amendments are approved or rejected by a majority vote of HSGFC.
3. HSGFC will announce to the Harris student body via HSG communication if and when the Funding Guide changes.

Additional Funding Sources

Graduate Council Event Fund

- a. **Who can apply:** Any organization or individual at the University of Chicago.
- b. **What is it:** One of the Graduate Council's primary functions is to provide a source of funding for student organizations at the University of Chicago. Without strict limitations on who can apply for funding, the Graduate Council provides a source of money without divisional barriers, which supports a wide range of event types. Funding is skewed towards events that bring large programmatic value to the University's community.
- c. **When:** Applications are due at least two weeks in advance of your planned event, and no later than 12:00 noon on the Friday before the Graduate Council meeting when the funding decision is to be made.
- d. **Where:** For more information and to apply use this [link](#)

Graduate Council Travel Fund

- a. **Who can apply:** Graduate students. Students may only ever win one award (Basic or Advanced) in their academic tenure at the University of Chicago
- b. **What is it:** The Graduate Travel Fund aims to subsidize cost of transportation and conference registration fees for students who are attending academic conferences and professional meetings. This year we will provide two levels of funding:
 - 1) Basic level for students attending workshops and professional meetings (max for domestic or international travel is \$350)
 - 2) Advanced level for students presenting original work via an academic talk, paper or poster presentation (max for domestic or international travel is \$600)
- c. **When:** One may apply up to 2 quarters in advance and must apply no later than 10 days before first day of travel. Applications are accepted on a rolling basis. Future quarter requests are processed at the end of the quarter they are received.
- d. **Where:** For more information and to apply use this [link](#)

Graduate Innovation Fund

- a. **Who can apply:** Graduate students
- b. **What is it:** Grants are intended to provide seed money and administrative/logistical support for launching ideas that encourage graduate students' academic progress, professional development, or personal growth.
- c. **When:** Grant has yet to open applications for this year
- d. **Where:** Check this link for more [information](#) or direct questions to Kalee Ludeks, Assistant Director of Programming and Communications, Graduate Student Affairs at kalee@uchicago.edu

Annual Allocations

- a. **Who can apply:** All Recognized Student Organizations (RSOs) by the University of Chicago. If you have a question on if your HSO is an RSO, please email Brandon Kurzweg at bkurzweg@uchicago.edu.
- b. **What is it:** Annual Allocations occurs each year in April and serves to allocate funds to RSOs for their events and programs planned for the following year. This process will not be used in other quarters. This is a companion funding body to SGFC, and an RSO specific event can only be funded through one or the other.
- c. **When:** Applications due on Sun, April 23 and funds announced on May 3. For a more detailed calendar look [here](#).
- d. **Where:** Log into [Blueprint](#) to get an application form.

Student Government Finance Committee

- a. **Who can apply:** All Recognized Student Organizations (RSOs) by the University of Chicago. Click [here](#) for information on how to become an RSO.
- b. **What is it:** The SG Finance Committee (SGFC) is the primary funding body for RSOs, disbursing nearly \$300,000 over the course of the academic year. The committee meets weekly to review RSO funding requests for events and other activities, and will assist with the development of new RSO funding policies and processes.
- c. **When:** SGFC will not hear requests for events taking place within 11 days of the date on which the budget is due to the RSO's advisor. Budgets are due via e-mail to the RSO Advisor by Friday at noon. RSO Advisors will approve the budget by Monday at noon and will forward the request to SGFC. SGFC will meet on a weekly basis on Tuesdays at 5:00 pm
- d. **Where:** Log into [Blueprint](#) to get an application form.

Catering Fund

- a. **Who can apply:** All Harris Student Organizations and Recognized Student Organizations (RSOs) by the University of Chicago.
- b. **What is it:** The Student Organization Catering Fund, presented jointly by UChicago Dining and the Center for Leadership and Involvement, offers the opportunity for recognized student organizations to request catering for special events.
- c. **When:** Your request must be received by UChicago Dining via email (cateringfund@uchicago.edu) by Tuesday at 11:59pm at least 14 days before your event. Your submissions will be reviewed every Wednesday evening and a response will be emailed to the contact name provided no later than 4 business days after that.
- d. **Where:** Click [here](#) for more information

Uncommon Fund

- a. **Who can apply:** Any organization or individual at the University of Chicago.
- b. **What is it:** The Uncommon Fund is a pool of money allocated by Student Government aimed at supporting creative and interesting student projects and initiatives on campus. These projects and initiatives range from one day events to large scale initiatives or projects. The goal of the Uncommon Fund is to encourage students to take action on campus in creative and unique ways.
- c. **When:** The deadline for applications is February 19th at 11:59pm
- d. **Where:** Click [here](#) to apply

Community Service Fund

- a. **Who can apply:** All Recognized Student Organizations (RSOs) by the University of Chicago.
- b. **What is it:** Funding body that allocates part of the Student Activities Fee toward events that are focused on community service. CSF supports activities designed to improve the quality of life of the Chicago community, as well as national and international communities. At least 50% plus one of the individuals benefitting from the event or program must be from the community. (For example, at an event attended by 100 people, 51 must be from the broader community). At least 10% of the event/program's budget must be raised through partnerships with other RSOs, departmental support, or money from other fundraising. Date of event or start of program must be at least 11 days after date met with CSF Committee.
- c. **When:** Applications must be submitted before noon on Friday of 2nd or 6th Week.
- d. **Where:** Log into [Blueprint](#) to get an application form.

Women's Board Grants Fund

- a. **Who can apply:** The Women's Board looks forward to working with ambitious grant-seekers from all over the University. It encourages everyone from seasoned faculty to new student groups to apply for funding.
- b. **What is it:** The Women's Board raises substantial funds from its membership each year. One hundred percent of the money received is allocated annually by Women's Board members themselves in order to fund academic programming and research, the arts and cultural institutions, projects that enhance student life, and outreach efforts that benefit surrounding communities.
- c. **When:** Deadline is typically in the Spring, but will be announced December 2016. A PDF of a signed letter(s) of recommendation/endorsement from at least one organization on [our list of approved signers on our website](#) (Harris is one of these organizations).
- d. **Where:** Look through all the [materials available](#) for grant applicants and follow the instructions provided. If you have any questions or would like to schedule an in-person consultation about your project, please contact Daniel Waclaw at dew@uchicago.edu or (773) 702-9322.

UChicago Arts Grants & Funding

- a. **Who can apply:** All Recognized Student Organizations (RSOs) and individuals associated to the University of Chicago.
- b. **What is it:** UChicago Arts grants foster the creation and presentation of arts across the University in an effort to make the arts part of the life of every member of the campus community. There are three main grants:
 1. [Student Creativity Grants](#): \$1500-7500
 2. [Student Fine Arts Fund \(SFAF\)](#): Less than \$1500
 3. [UChicago Arts Student Summer Fellowships](#)
- c. **When:**
 1. Student Creativity Grants: Deadlines are October 27th, 2017; January 26th, 2018; April 20th, 2018
 2. Student Fine Arts Fund (SFAF): Deadlines are October 27th, 2017; January 26th, 2018; April 20th, 2018
 3. UChicago Arts Student Summer Fellowships: Deadline March 2nd, 2018
- d. **Where:**

Information varies according to each grant. Click [here](#) for more information.

1. Student Creativity Grants: Contact Cassandra Dunn, Manager of Strategic Planning at artsgrants@uchicago.edu.
2. Student Fine Arts Fund (SFAF): Contact Heidi Coleman, Director of Chicago Performance Lab and Director for Undergraduate Studies and Student Performance at coleman@uchicag.edu.
3. UChicago Arts Student Summer Fellowships: Contact Cassandra Dunn, Manager of Strategic Planning at artsgrants@uchicago.edu.

Campus Dialogue Fund

- a. **Who can apply:** Open to the general student body.
- b. **What is it:** The Campus Dialogue Fund provides annual funding of \$15,000 to bring speakers that address issues relevant to the campus, such as social justice, oppression, human and civil rights.
- c. **When:** The Campus Dialogue Fund is currently on hold. Updated information about the application process will be posted in the Winter Quarter.
- d. **Where:** Click [here](#) for more information.

List of Harris HSOs

Asian Policy Forum
Behavioral Economics and Public Policy (BEPP)
Chicago Policy Review
Committee on International Affairs and Public Policy/ Global Affairs and Public Policy
Committee on Muslims and Public Policy
Community Action Bureau
Data in Public Policy
Education Policy Student Association (EPSA)
GROWTH
Harris Consulting Club
Harris Energy & Environmental Association
Harris Families
Harris Talks: Powered by Pecha Kucha
Innovators in Social Policy
Inter-Policy School Summit
Jewish Student Interest Group
Latin American Matters
Minorities in Public Policy
OUTPolitik
PhD Social
Prairie State Society
Project on Political Reform
South Asian Students Policy Association
Students for Criminal Justice Reform
University of Chicago Public Policy Podcasts
Women in Public Policy

List of Harris RSOs

Asian Policy Forum
Chicago Policy Review
Committee on International Affairs and Public Policy
Education Policy Student Association
Innovators in Social Policy
Latin America(n) Matters
Mexicans at UChicago
Minorities in Public Policy Studies
Project on Political Reform Student Advisory Board
OutPolitik
Students for Criminal Justice Reform
Women in Public Policy