

## GPAC Funding Guidelines and Tenets

### Funding Tenets

*Prior to making any funding decisions, GPAC members developed objective, broad-spectrum criteria to apply to all requests given the disparity between the aggregate requested and the funds available to GPAC to allocate. When the minutes from the allocating session refer to the tenets, these are what GPAC decided:*

GPAC Funding Priorities o GPAC will seek to follow these priorities in making funding decisions (5=highest priority; 1=lowest priority):

1. Events/activities hosted by graduate student organizations of primary appeal to the general Iowa City/Cedar Rapids community.
  2. Events/activities hosted by graduate student organizations that promote Graduate and Professional education (for Undergraduate or other students).
  3. Events/activities hosted by graduate student organizations whose target audience consists of Undergraduate and Graduate/Professional students.
  4. Events/activities hosted by graduate student organizations whose target audience consists of University of Iowa Faculty/Staff, Undergraduate and Graduate/Professional students.
  5. Events/activities hosted by graduate student organizations whose target audience consists of Graduate/Professional students.
- Collaboration In order to promote collaboration between organizations, GPAC will consider applications from different organizations hosting the same event separately, and will adjust guideline maximums independently, per organization.
  - Diversity, Equity, and Inclusion GPAC will further prioritize applications intended for the promotion of diversity, equity, and inclusion.
  - Overall Intent of A/llocations GPAC has written the following guidelines with the intent of using these funds as a supplemental source of funding, rather than a primary source of funding for student organizations.

Expenditure	Maximum approvable amount <sup>1</sup>	Notes
<b>Travel</b>		
<b>Organization Travel</b>	\$2000/year.	<p>Funding to be used for 4 or more members.</p> <p>Allocated funds will be discretionary for travel/transportation, registration fees, and lodging, with the exception of cost of food and drinks. Airfare will be required to have a minimum air distance of 350 miles one-way.</p> <p>Individual graduate or professional students seeking funds for travel should apply to GPSG grant programs and/or to other on-campus groups and offices that offer grants for travel.</p>
<b>Office Supplies</b>		
<b>Printed Materials</b>	\$75/year	<p>For Organization-specific events, Academic Area events, or Campus-wide events.</p> <p>If GPAC is a primary source of funding for your event, you may wish to include the GPSG logo on printed materials and advertisements for your event. The GPSG logo can be found on the GPSG website (gpsg.uiowa.edu) under the Funding tab.</p> <p>Must use UI Copy Centers or Printing Services.</p>
<b>Marketing/Publicity</b>	\$100/year	<p>Banners, poster boards, custom signage.</p> <p>Must use UI Copy Centers or Printing Services.</p>
<b>Office Supplies</b>	\$50/year	<p>Per organization/year. GPAC will evaluate effectiveness of office supply use when making recommendations.</p>
<b>Miscellaneous Supplies</b>	\$500/year	<p>GPAC will evaluate effectiveness of event supplies use when making recommendations. Event supplies must be consistent with the mission of the event and organization and seen as a necessary cost to host the event.</p> <p><b>Organization must provide reasoning for the supplies being consistent with their mission and for the supplies being necessary for the event.</b></p>

Expenditure	Maximum approvable amount <sup>1</sup>	Notes
<b>Events</b>		
<b>Audio/video</b>	\$50/event (Maximum \$100/year)	Organizations are encouraged to utilize free rental services on campus or coordinate with their departments/colleges.
<b>Insurance</b>	\$400 per event (Maximum \$800/year)	Event must be open to all graduate/professional students to be considered.
<b>Entertainment</b>	\$750 per event (Maximum \$1,500/year)	Must be consistent with the mission of the event and organization.  Funding provided for up to two events per year per organization, and the entertainment category can include performances, games, photo booths, and other entertainment options.
<b>Food</b>	Maximum \$800/year and \$8/person/event	Events with food must be open to the university and community.  GPAC will not fund food for meetings or events open only to the student organization.
<b>Awards, Postage, Gifts, Donations</b>	<b>X</b>	GPAC does not fund these items.
<b>Room Rental</b>		
<i>Funding is not permitted for regular organization meetings (organizations must find a free space for regular meetings like classrooms or free /MU rooms). Cost for room only, does not include set up fees or additional services.</i>		
<b>IMU - Main Lounge</b>	\$560/event	
<b>IMU - Second Floor Ballroom</b>	\$260/event	

<b>IMU - North Room</b>	\$52/event	
<b>IMU - South Room</b>	\$52/event	
<b>IMU - Meeting Rooms</b>	<b>X</b>	
<b>Other University of Iowa affiliated location on campus</b>	\$150/event	Organizations must provide justification for using other campus space.
<b>Off-Campus Location</b>	\$560/event	Off-campus location must be in Johnson or Linn Counties.
<b>Speakers</b>		
<b>Honoraria - UI Employee</b>	<b>X</b>	GPAC does not fund Honoraria who are UI Employees.
<b>Honoraria - Non-UI Employee</b>	\$2000/year total for a maximum of 2 speakers	For speakers with significant notoriety (more expensive), student organizations should work with the Lecture Committee.  Allocated funds will be discretionary (speaker fee, lodging, and transportation), with the exception of cost of food/beverage.  Funding provided for up to two speakers per year per organization.
<b>Sponsorship</b>		
<b>Membership Fees</b>	\$160/year for up to 2 students	For students who cannot afford membership fees to the state or national organization, GPAC will help fund two student members who need financial assistance with membership fees. GPAC will not fund dues for the on-campus student organization.

<b>Event Supplies</b>		
<b>Event Supplies</b>	\$500/event	This category is for all supplies needed to execute an event. Decorations are now included in this category.

<sup>1</sup> Note that GPAC may reduce or deny funding in any category consistent with GPAC Bylaws. Organizations should consult the GPAC Supplemental Funding Tenets for more information on GPAC decision-making.

\*Allocated funding must be used by May of the following Fiscal year.