

DGSO Grant Funding Information:

Intros – Setting up a new organization, current organization, more information about questions and concerns about student handbook, more funding info, starting new groups, groups in longwood, needing money for things to happen

DGSO and Grad Student Group Funding Questions:

Q: How to start new group?

A: Meeting with Jackie to go over all of the rules for starting a new group. Step 1, see if there is a dormant group to see if we can revitalize it and make it soon. Important to check the website and see if it already exists. If there is a gap, need to go before the committee for continuing education. Then need a mission statement, organization board, need members – all /majority GSAS, then go before deans and pitch your organization and then they approve it! Forma process but you can use GSAS funding and the GSAS name. University wide groups are different from GSAS. Need to represent multiple schools at the university but Jackie can help out with that too!

If you want to start a group, meet with Jackie and she can help you out!!! It does take a while... First dean meeting of 26th of October at 2pm.

If you just want to have an event, you can do research workshops which is an internal funding from GSAS.

Q: The Funding Process and what we are looking for:

A: Deadline ---- Next week!! Sept 23rd . **THIS IS THE FIRST CYCLE OF 3!!!**
Funding announced in the next GSC Meeting.

Committee sits and read all applications. Let you know if and how much funding you receive. **Groups who are awarded money MUST show up to the Oct 5th meeting.**

Application Process Entails:

1. Renew with the office (Jackie) – after the first funding cycle. Funding can be retracted if you don't do this!
2. Sample Application is what we are looking for – on the website.
3. First page is basic info about the group.
 - a. We don't know how many people are in our group that are GSAS? This is okay for the first time to try and estimate, but try to get RSVPs or a signup for the next cycle of funding.
4. Funding history fro GSC in the past in the Fiscal Year – July 1, 2016 to Present. Previous funding info in the past is also important for us to know!

5. Budget – Website and funding guidelines.
 - a. Need to make an effort to determine where money is going to. Not just getting money to have it!
 - b. One of the KEY things that we judge the applications on.

Little Hint – Please remove white space before converting to a PDF.

- Put effort into these, we care about it and if an application is hard to read others won't want to.

6. List other sources of funding and current status
 - a. IF you believe it is coming and good faith you believe it is happening, and you don't have it yet, you can say the application is pending.
 - b. Good for us to know whether you are relying on us, exclusively, for funding or if you are looking for it too.
 - c. Can apply for start-up funding of \$200 for a new group with the same Grant funding application.
7. Need to list the total amount of money you are requesting. Not just the amount for a single event. Need to describe each event independently on a separate page.
 - a. Also talk about how if you learned from the event in the past if you have done it.
 - b. Big thing to talk about is collaborating with other student groups. Describe what the funds will be used for.
 - c. Not general, specifically lists what you want the money for. Show how you are reducing costs to show that you thought about it!
8. Explain how you are going to publicize the event. If we fund you, please include our logo on flyers! Publicize on relevant forum – like the GSAS Bulletin, posters, dorms, GSC online calendar, social media, Harvard crimson calendar, etc...
 - a. If the event is not publicized well, we will redact the funds.
 - b. GSC logo or a social media tag is a good enough shout out for us!

Q: WE applied in February but money ended June 8th. Next money comes in Sept 23rd, but there is a funding gap.

A: Academic years ends July 1st. Good feedback and we can see how we can help out about that. We are not going to be doing a lot of retroactive funding, Can ask for money that you are using up the July 1st. There are some case-by-case things and we will think about a summer round.

Q: How long can we use the money after we get it?

A: Try to use it before the next funding round but the money is technically good till July 1st. Receipts must NOT BE older than 60 days!!

Q: How can the office of student affairs help out (Jackie can help out!!)?

A: Starting new groups, work with student groups for developing mission statements, charters and roles of board members. Board cultivation and leadership transition – retreats in the office and define roles, make goals and figure out how you function as a board, how you pass the baton for new groups. Program development and publicize. Successful event planning. Help groups get a bank account – GSGs are asked to have a bank account, the office writes letter for new signers. Can help students get official @harvard email account.

Q: Renewal?

A: Oct 1st, google forms and as simple as possible. Need to happen every year! Revising the handbook to try to make it more useful than what the rules are – sent out and online.

Q: Sources of funding?

A: GSC money comes from the student fee. OCS has money for anything career oriented. Research workshop – event with speaker. Harvard caucus can get some money. GSAS can give you money (for really big events).

Q: is there a cohesive list for deadlines for these?

A: No real deadlines – more case by case process.

Q: How can we publicize the event? Having issues getting things out there...

A : Many ways but Jackie can help out with planning that!