**Departmental Graduate Student Organization (DGSO) Funding**

All DGSOs will have to be registered/renewed with the GSC in order to receive funding. See the [website](http://gsc.fas.harvard.edu/how-receive-funding) to find out how to register/renew your DGSO. **Renewal must be done yearly.**

**The application will be reviewed as is! There will be no question and answer meeting this year. Please make it as clear as possible.**

1. Funding Round(check only one box): **\_\_September \_\_November \_\_February \_\_April**

**Part 1: Organization Information**

2. Contact Person:

Provide this information for the individual who will be available to answer questions about this application. **This person must be available (or should be able to designate a substitute) to appear in person at the GSC meeting at which funding decisions are announced.** Should a representative not be available, the GSC may decide not to act on this reimbursement request.

1. **Name:**
2. **Harvard ID #:**
3. **Phone:**
4. **Email:**
5. **Position in Organization:**

3. Organization Information:

1. **Organization Name:**
2. **Acronym** (if applicable)**:**
3. **Date of Organization Formation:**
4. **Short Statement of the Goals and/or Purposes of the Organization:**
5. **Number of GSAS Students in the Organization:**
6. **Number of non-GSAS Students in the Organization:**
7. **Is the organization a current recognized GSC student organization? (Yes/No):**

Renewal must be done yearly. See the [website](http://gsc.fas.harvard.edu/how-receive-funding) for more details.

1. **Is the organization connected with a department or administrative unit of the University? (Yes/No):**

 **If Yes, What Department?**

1. **Is the organization a newly approved organization applying for its first-ever round of GSC funding? (Yes/No):**

 Newly formed groups are guaranteed $200 in start-up funding, but only on the very first time they apply for funding (assuming their funding application is complete).

4. Reimbursement Information

GSC **cannot** reimburse students; GSC will only reimburse the department.

Therefore the department must make the purchases and will be reimbursed via their billing code.

The department billing code is not necessary until the time of reimbursement, but GSC will need a point of contact.

1. **Billing Code:**
2. **Billing Contact:**

5. Total amount requested from the GSC this round: **$**

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**Part 2: Funding History, Budget Requests, and Publicity**

1. Total amount obtained from the GSC this fiscal year**: $**

2. Total funds from the GSC spent this fiscal year**: $**

3. Has the organization received GSC funds previously?

(Check *only one box*)

**\_\_Yes \_\_No**

1. If yes, indicate up to 3 of the most recent funding rounds (for the current and previous academic years):

|  |  |  |
| --- | --- | --- |
| **Approximate Date** | **Amount Received** | **Purpose** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 **Total received this academic year to date in prior funding rounds:**

 **Total received during the academic year of one academic year before current:**

 **Total received during the academic year of two academic years ago:**

4. List other sources of funding, the amounts requested, and the current status of such requests.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Amount** | **Purpose** | **Status of Request****(Yes, No, Pending)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5.** Please **UPLOAD** posters or other publicity via the GSC [website](http://gsc.fas.harvard.edu/upload-application).Posters and publicity from previous years are also acceptable.

**6.** Pleaseput your budget for activities and events proposed below\*. ***Failure to supply a budget will result in automatic denial by the GSC***. The budget should include, in sufficient detail, your organization's income, expenses, and the amount being requested from the GSC. If your organization has funds unused from previous funding rounds, please list them in your budget and the reason those funds have not been used. Please be as detailed and specific as possible.

\*An example of proposed events is at the end of this document.

The application will be reviewed as is!

**Part 3: Past Unused GSC Funds**

If your organization was awarded funds that were never used, please provide the amount of unclaimed monies and the reason these funds were not used. Please be as specific as possible.

The GSC maintains records on how much groups spend or have already been reimbursed. To reduce confusion in this section, the following template is included:

* **Upcoming/postponed events:** If the unspent money is already allocated for upcoming, *GSC-approved* events & expenses that were either scheduled to originally occur for a date after this funding round, or have been postponed until now, please briefly state which events and how much you plan to use on these, and a description of the event/ why they were postponed.

**Event 1:**

Planned spending: $\_\_\_\_\_\_\_\_\_\_ Upcoming date: \_\_\_\_\_\_\_\_\_

Reason postponed:

**Event 2:**

 Planned spending: $\_\_\_\_\_\_\_\_\_\_ Upcoming date: \_\_\_\_\_\_\_\_\_

Reason postponed:

etc

* **Canceled events or leftover funds**: If part of the unspent funds are due to canceled events or extra funding (e.g. not all funding was used because outside funding was received), please list that amount here, and any explanations for the remaining funds.

**$\_\_\_\_\_\_\_\_\_\_\_**

This money will be factored into the current application for the new events a group is asking to host. Example of a proposed event (Please delete if not used)

**1. Amount Requested for this event: $**

**2. Name of the Event:**

**3. Sponsor (and co-sponsor) of this event:**

**4. Date(s) on which the event will be held:**

**5. Participation:**

**A) How many GSAS participants are expected?**

**B) How many others are expected?**

**6. Describe the event briefly:**

**7. Will this event be publicized in the *GSAS Bulletin*?**

**(Check only one box)**

**\_\_Yes \_\_No**

1. **If yes, which issue?**

(Deadlines are one month before publication; material should be submitted to: **bulletin@fas.harvard.edu**)

**8. How will this event be publicized?\***

**(Check all that apply)**

**\_\_by posters in appropriate places in Dudley House**

**\_\_in the Harvard Graduate Dormitory Council/GSC Online Calendar**

**\_\_in the GSAS Residence Halls**

**\_\_in the Harvard College Online Calendar**

**\_\_in the Harvard Crimson Calendar Online**

**\_\_in your department via emails, posters, or other media**

**\*Please note:** *The GSC must be recorded as a "contributor" on posters and flyers, or other advertisement of this event. A copy of the flyer or other forms of publicity must be submitted to the GSC Treasurer in order to receive any allocated funds.*