I. UGGS Group Grant/Outreach Event Mission Statement

As part of the role that the United Government of Graduate Students (UGGS) has in facilitating the efforts and initiatives of CU-Boulder graduate students working toward the betterment of the university environment and/or the broader communities in which they live and work, UGGS will provide funding for CU-Boulder student groups to host events that enrich the academic and/or professional experience of CU-Boulder graduate and professional students.

II. Applying for Funding

A. To apply for student group funding from UGGS, a student group must complete and submit the online application.
   i. Completed group details
   ii. Completed event overview
   iii. Submit pdfs of the following forms:
      a. UGGS Group Grant Event Form – be sure to use the proper form found on our website!
      b. UGGS Group Grant Budget and Waiver Form – both are incomplete without the proper signatures from the CSI (Center for Student Involvement).

B. There shall be two funding cycles per academic year. All applications should be submitted by 5:00 PM on the due date posted on the UGGS website. The calendar dates for these deadlines shall be no later than the first meeting of the Fall or Spring semester, and shall be posted with the application materials on the UGGS website.

C. The General Assembly will consider funding requests only twice per academic year. Consideration of requests shall take place at the earliest possible General Assembly meeting following the deadlines in Article II. B., provided that the Funding Proposal Committee (FPC), described in Article III, shall have met to prepare funding recommendations.

III. Funding Proposal Committee

A. The Funding Proposal Committee, a UGGS standing committee, shall review complete requests submitted by the appropriate deadline. This committee shall be composed of the Vice President of Finance and the Finance Committee that the VP
This committee must meet no later than seven days after the deadline to review and consider the submitted requests.

B. The FPC shall recommend to the General Assembly the preferred action on each request:

   i. Overall recommendation for approval or denial;
   ii. Dollar amount to be awarded. Standard grants are for a maximum of $750;
   iii. Any stipulations to be placed on the grant, such as specific earmarks for monies, inclusion of UGGS as funding source on advertising, email event notices, oral reports to the assembly, etc.

C. In making its recommendation to the General Assembly, the FPC shall give greater weight to requests:

   i. From groups representing graduate and/or professional groups
   ii. To fund start-up costs, special events and special needs
   iii. That directly benefit the largest number of CU-Boulder students
   iv. From groups affiliated with an active department representative, “active” defined as having attended three of the last five General Assembly meetings
   v. For “first-time” or “one-time” events
   vi. From groups that have fewer avenues through which to acquire funding and that have made efforts at fundraising beyond the UGGS application

D. In making its recommendations to the General Assembly, the FPC shall not, except in special cases, recommend funding operation costs of organizations/groups. For funding purposes, "operational expenses" encompass anything required for the day-to-day functioning of the group. Such expenses include: paying an office coordinator, photocopying agendas, minutes, and similar documents, etc. "Special events" encompass anything the group does above and beyond its normal functioning — such as hosting a banquet or attending a conference — even if the activity is something that is done more than once.

E. In making its recommendations to the General Assembly, the FPC shall consult with any UGGS member(s) whose positions relate to the overall budget to gain a sense of the monies available to fund requests from other organizations. The funding of other organizations shall not damage or endanger the fiscal health or operational capabilities of UGGS.

F. The recommendations of the FPC shall be presented to the General Assembly, which will have the opportunity to review, discuss, and vote upon the recommendations of the FPC.

G. The FPC may co-exist as the Standing Travel Grant Grading Committee.

IV. Restrictions on Funding
A. Incomplete proposals (proposals without both an UGGS form and a CSI form) shall not be considered. They will be automatically disqualified, and will not be brought before the General Assembly.

B. UGGS funding shall not be used for individual education expenses, tuition, or fees.

C. UGGS funding shall not be used for expenses that would properly be considered the responsibility of the University.

D. UGGS funding shall not be used for the procurement of alcohol or other illicit substances.

E. UGGS funding shall not be used for fundraisers and cannot be used for events that have an admission fee.

F. Not more than $750 (plus administrative recharges) may be allocated on a single request.

G. Only student groups registered, or otherwise affiliated directly, with the CU Boulder campus are eligible for funding from UGGS. Criteria for determining group status will include, but not be limited to, groups engaging in activities involving CU Boulder students and/or having accounts with CSI.

H. Any organization seeking funding from UGGS must consult with and fill out the appropriate paperwork for CSI before the grant deadline.

I. **There shall be no funding for individual/group travel. All funded events must take place on campus or within the Boulder metro area.** There is a separate application for individual travel funding through UGGS.

J. Any organization/group receiving funding from UGGS must submit a written report explaining how it spent the money it received. This report is due in the UGGS VP of Finance within two weeks of the event, or at the end of the semester in which funds are allocated (for organizational startup costs).

K. UGGS funding decisions shall comply with the University of Colorado Student Government (CUSG) Student Fee Regulations (SFRs), and all other applicable, university, state, and federal rules and regulations governing the use of student fees.

L. All funding requests approved by UGGS are subject to review (and possible rejection) by the Center for Student Involvement (CSI).

M. Appeals of funding decisions of the General Assembly are generally not permitted. The sole exception category to this rule shall be decisions (in favor of funding or denying funding) involving potentially "political" uses of student fee monies, as
specified in 2.3.2 of the SFRs. Such appeals are to be filed with the CUSG Appellate Court within two weeks of the general assembly meeting at which the funding decision is made. All other decisions of the UGGS General Assembly concerning student group funding are final.

N. UGGS will not accept proposals from organizations/groups that have received funding in a given semester within one calendar/cycle year. A “calendar/cycle year” means that a group receiving funding in the fall cycle will not be eligible for funding until the following academic year’s fall cycle.

O. If the Assembly approves funding for a group with stipulations (such as described in III. B. above), and that group does not comply with or otherwise fulfill those stipulations, that group shall not be eligible for UGGS funding for two calendar/cycle years after that funding cycle.

V. Advertising and Availability of Funding

The availability of UGGS funding shall be advertised through email messages to UGGS departmental representatives, lead graduate teachers, program assistants, and/or other individuals deemed appropriate by UGGS.

VI. Input of UGGS General Assembly

The General Assembly shall have the opportunity to review, discuss, and vote on each funding request submitted to UGGS by the appropriate deadline. All complete, on-time requests not excluded by the restrictions listed above must and shall be considered and presented for vote at an UGGS general assembly meeting. While the Assembly may impose whatever stipulations its members deem appropriate on any funding request or FPC recommendation, the Assembly may vote only on the three following amounts: the group’s requested amount; the funding committee’s recommendation; denial of the funding request. The general assembly retains the right to deny funding to any group.

VII. Using Funds (after they are awarded)

A. All reimbursements are processed through the CSI office. UGGS does not directly issue reimbursements to students, but follows procedures for reimbursement outlined by CSI. See the CSI website for appropriate ways to pay for event costs and be reimbursed (http://www.colorado.edu/involvement/).

B. Student groups must submit reimbursements to CSI within 30 days after the date of their event (or last event, if there are multiple events). Student groups who do not turn in reimbursements within 30 days risk their funds being forfeit, regardless of how much money is left in their award.
C. Although UGGS follows CSI’s policies regarding how funds are reimbursed, decisions about the use of funds for events (e.g., changes to the event plans) are entirely at the discretion of UGGS, not the CSI office.

D. Any proposed changes to the use of UGGS funds must be approved by UGGS before the event for which UGGS granted the funds and/or reimbursement of funds. All student groups who propose changes to the use of UGGS funds should email uggsginfo@colorado.edu explaining their proposed change of funds. Funding changes may be approved by the UGGS officers or brought to the UGGS assembly to vote on the proposed changes. Failure to inform UGGS about changes in the use of funds can result in that group being ineligible for up to two calendar/cycle years after that funding cycle.

VIII. Implementation, Review and Amendment

A. This policy shall become effective at the beginning of the first funding cycle following passage by the General Assembly of UGGS.

B. This policy shall be subject to periodic review and change.

C. Amendments to this policy shall require a majority vote of the UGGS General Assembly.