**2023-2024 GSA Discretionary Funding Application**

The GSA would like to thank you for your work serving the graduate student body at UCLA. GSA Discretionary Funds are to be used for one-time events held on the UCLA campus and for the benefit of graduate students, with graduate students being mainly involved in the planning of the program and also being the primary target audience. Please note that full funding is not guaranteed for all applicants due to limited funds. Therefore, we encourage all groups to seek additional funding sources when appropriate.  If you have any questions, please email Amaka Enueme, the 2023-2024 Director of Discretionary Funding, at funding@gsa.asucla.ucla.edu.

Before you begin the application, please keep in mind the following:

Check that your group is registered with the SOLE office by seeing if your organization has a profile in OrgSync. Only SOLE-registered groups are eligible for GSA Discretionary Funding. Also check if your group is categorized as either "Graduate" or "Both." Groups that are categorized as "Undergraduate" are ineligible for GSA funding. If you want to change your categorization, please contact your SOLE advisor.

In your organization's OrgSync profile, check who your signatories are because one of them will need to provide their approval of the application. Also check who your SOLE advisor is because he/she will also need to approve your application. You will be providing their email addresses in the application, and links to approve the application will be provided to these individuals when you submit the application. Kindly fill out the Budget Worksheet attached at the end of the application.

**Maximum funding request:** For the 2023-2024 academic year, the funding maximums are $1000 per graduate student group per academic year and $3000 for qualified student interest groups per academic year.

**Deadline:** Applications are reviewed on a rolling basis. To allow time for review, please submit all materials at least 3 weeks prior to the event. Late applications may be considered on a case-by-case basis.

**Organization Information**

1. Name of organization:

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1. Organization's website:

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1. Name and information for three members:

Name Class Level, degree program, and department Graduate Student?

* 1. Yes No
	2. Yes No
	3. Yes No
1. Who is the main contact from the list above?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Approximate number of students in organization:
2. What percentage of those students are Graduate Students?

**Event Information**

1. Name of the event for which you are requesting GSA Discretionary Funds:

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1. Start date and time of the event:
2. End date and time of the event:
3. Location of the event:
4. Have the facilities been reserved? Yes No Not Applicable
5. Type of event (can select more than one):

 Cultural Community Service Educational

 Entertainment Political Social

 Other (specify):

1. Approximate number of people expected to attend:
2. Approximately what percentage of the total number of people expected to attend will be Graduate Students? \_\_\_\_\_\_%
3. Are you working with other groups to host the event? Yes No
4. If "Yes" was chosen above, please list the group names:

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1. Briefly describe the proposed program. For instance, who is involved in planning the event? What is the general agenda of the program?
2. Describe the primary purpose of the program and the target audience (remember that the event must be open to all graduate students to receive GSA discretionary funding). Why are you presenting the event?
3. Describe the evaluation process that will be used to evaluate the event from the perspectives of the organizers, performers/speakers, and attendees.
4. Please provide a short (<50 words) summary to be used for GSA promotion of your event:

**Budget Request**

1. What is your total requested funding amount from the GSA?
2. Did your organization receive GSA Discretionary Funding last year? If so, how much? (If your organization received GSA Discretionary Funds for multiple events last year, please provide the total amount that was allocated for ALL those events.):
3. Are you expecting to receive funds from other sources for this event? Yes No
4. If "Yes" was chosen above, please list the funding sources and use a new line for each different funding source.

Funding Source Amount Requested & Awarded Funds Pending or Approved?

e.g. Campus Programs Committee $500 √ Pending Approved

e.g. Community Activities Committee $700 Pending √ Approved

* 1. Pending Approved
	2. Pending Approved
	3. Pending Approved
1. If any of the groups with whom you are working to host the event are also applying for GSA Discretionary Funding for this event, please list them here. Note that if there are multiple groups applying for GSA Discretionary Funds for the same event, then your applications should be submitted at least within a few days of each other. That way, the Discretionary Funding Director can consider your event's budget as a whole.

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1. Please attach/submit your Budget Worksheet.
2. Please attach/submit as one document any materials you have to justify your budget. You should provide anything that will help the Director of Discretionary Funding better understand the costs of your line item requests. This may include screenshots of shopping cart items, email correspondence with honoraria regarding the fees for their services, pictures of catering menus, etc.
3. For the following, please describe in detail each of the line items for which you are requesting funds. You do not need to limit your description to the questions provided under each line item. You should provide anything that will help the Director of Discretionary Funding better understand the purpose and costs of your line item requests.
	* + 1. Advertising

Specify the type of advertisement (target publication, if applicable), number of advertisements, size of advertisement, etc. If you are requesting funding for posters or flyers, where will these be posted?

* + - 1. Facilities

Describe the location and all costs such as facility or equipment rentals.

* + - 1. Parking

Describe all parking-related costs. For example, for how long is/are the parking space(s) needed and for whom?

* + - 1. Honoraria, performers, or entertainment

Describe the specific purpose and rate for all honoraria. Who is/are the guests and what is their area of expertise in relation to your event? For how long will they be speaking at/performing at/attending your event? What sort of service are they providing (keynote address, training workshop, seminar, performance, etc.)?

* + - 1. Reception (Food, No Decoration)

What kind of food will be purchased and from what vendor(s)? For how many people are you expecting to provide food?

* + - 1. Travel (such as airfare and hotel for honoraria)

Specify the type of travel costs – vehicle rentals, tickets for bus/train/plane, hotel reservations, etc.? Who will be traveling and how far? Note that travel for organization's members cannot be covered.

* + - 1. Other

Describe anything else that cannot be categorized. But, please consult with the GSA Discretionary Funding Director to make sure that your requested items are eligible for funding.

**Statement of Responsibility**

To shield the Graduate Students Association and its Discretionary Fund from any liability, all student groups receiving GSA Discretionary Funding are required to understand the following prepared statement.

1. If alcoholic beverages are served or distributed at this event, We agree to assume all liability related to their distribution and use. Furthermore, We also agree to uphold all UCLA, State of California, and U.S. Federal regulations governing the service and distribution of alcoholic beverages. (See the UCLA Alcohol Policy Guidelines available from the Student Organizations, Leadership & Engagement (SOLE) office.)

2. If We receive **ANY** funds from the GSA Discretionary Fund for this event, We agree to clearly name the “UCLA Graduate Students Association” as a sponsor and place the GSA logo on **ALL** promotional materials for this event. We also give GSA permission to promote this event.

3. We will deliver 2 flyers to the GSA office prior to this event. (Flyers should preferably be printed on recycled paper.)

Failure to comply with one or more of the responsibilities stated above may result in the reduction or loss of your Discretionary Fund award.

You (the application submitter) and one other person from your organization must provide their names below which will serve as electronic signatures to show that your organization understands and will abide by the Statement of Responsibility. One of those individuals must be a group signatory on file (you may check who are the signatories of your group in your organization's OrgSync profile). The second individual will be emailed a link to approve their inclusion on the "signed" Statement of Responsibility.

Print Name (application submitter):

Email Address:

Sign Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name (signatory):

Email Address:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOLE Advisor**

Print Name: Email Address:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget**

Please be as specific as possible. Include funds from other sources so that we have a clear picture of your total budget. Clearly describe each line item and include documents to justify the cost of the items you are requesting.

**Club Name:**

**Event Name:**

**Event Date:**

**Event Location:**

**Expected Attendance:**

 **Budget Allocation**

**Name of Organization**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Category****(e.g., Advertising, Honoraria, parking, food, travel, others)** | **Amount from GSA Discretionary Fund** | **Amount from Other Sources\*** | **Totals** |
|  |  |  |  |
|  |  |  |  |
| **TOTALS** |  |  |  |