



Official Business of the ECGPS Allocation Committee

ecgps-gpac@uiowa.edu

Budget Director (GPAC Chair): Ben Gillig (Graduate)

Funding Guidelines

GPAC relies on the following guidelines to make funding decisions. Funding guidelines are approved by ECGPS. If you have any questions about the following Funding Guidelines, please contact the GPAC Chair. These guidelines were **updated August 28, 2012** to reflect changes to the GPAC bylaws that went into effect on that date.

Expenditure	Maximum approvable amount ¹	Notes
Audio/video	\$50	Organizations are encouraged to utilize free rental services on campus or coordinate with their departments/colleges.
Awards	\$0	Not generally considered a responsible expenditure of fees. Organizations should seek assistance from their respective member government or through sponsorship.
Conference attendance		
Registration Fees	\$0	GPAC does not generally grant funding to groups for conference travel or other forms of travel because it is difficult to assess the degree to which such travel benefits the organization and the university community. Graduate students seeking funds for travel should apply to ECGPS grant programs and/or to other on-campus groups and offices that offer grants for travel.
Travel – UI Motorpool, Air, Bus, Train, etc.		
Per Diem (Food, Drink, Lodging)		
Copies & printing		
Organization specific events & academic area events	\$40	Use UI Copy Centers or Printing Services. Note: a different guideline applies to Marketing/Publicity (see below). Groups must acknowledge ECGPS on materials.
Campus wide event	per case basis	Groups must acknowledge ECGPS on materials.
Decorations	\$0	Not generally considered an effective use of student fees.
Food/Beverage	\$0	Student organizations are encouraged to seek outside sponsorship for food. This guideline is waived for ECGPS and its member governments.
Insurance	\$300 per event	Event must be open to all graduate/professional students to be considered. Maximum \$600/organization/year.
Marketing/Publicity	\$50	Examined on a case-by-case basis; must show evidence of effectiveness of marketing campaign. Generally, printing of fliers/posters is considered an ineffective use of student fees.
Member fees	\$0	This guideline waived for ECGPS and its member governments, but member governments are encouraged to seek funding for membership fees from their collegiate dean's office.



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Office Supplies	\$50	Per organization/year. GPAC will evaluate effectiveness of office supply use when making recommendations.
Performances	\$750	Must be consistent with the mission of the event and organization. Funding provided for up to two performances per year.
Postage	\$0	Postage is generally considered an ineffective use of student fees. GPAC may grant exemptions from this guideline in extraordinary circumstances.
Room Rental		
IMU – Main Lounge	\$600	Funding is not permitted for regular organization meetings (orgs must find a free space for regular meetings like classrooms or free IMU rooms). Cost for room only, does not include set up fees or additional services. When reserving IMU rooms in conjunction with IMU catered events, orgs should note that 50% of the catering cost will be credited to the room rental cost. Funds for Big 10 rooms may only be used for extra AV fees.
IMU – Second Floor Ballroom	\$320	
IMU – North Room	\$125	
IMU – South Room	\$125	
IMU – Big 10 Rooms	\$25	
Other Campus Location	\$150	Organizations must provide justification for using other campus space.
Speakers		
Honoraria – UI Employee	\$0	For speakers with significant notoriety (more expensive), organizations should seek to work with the Lecture Committee.
Honoraria – Non-UI Employee	\$1000	
Lodging	\$75	Per night/per speaker. Maximum of two nights.
Travel – Air, Train, Bus	\$250	Per speaker.
Telephone Services		
Installation	\$200	Only funded for organizations that: (1) have an office registered with CSIL, and (2) staff said office for at least 10 hours/week. Otherwise recommended funding=\$0. Must go through SOBO.
Long distance	\$30	
Service contract	\$210	

¹ 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.