



Funding Guidelines

In the interest of providing maximal financial support to a majority of primarily graduate/professional student organizations at The University of Iowa, GPAC must guide their funding decisions in an equitable, reasonable, and financially responsible manner, thus as a committee we will rely upon this document to guide our recommendations. If you have any questions about the following Funding Guidelines, please contact the GPAC Chair.

Expenditure	Cost	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 award assistance from their representative member government or through sponsorship.
Conference Attendance	\$400	SAF funds allocated to an organization for conference attendance should be for organizational benefit, not personal (i.e. networking, job searching, academic advancement). Ideal example: Organization wishes to send 2 delegates to its Regional/National Chapter for leadership development and collaborative-building opportunities (lobbying efforts, bring attention to UI, etc). Conference participation for personal benefit is funded by the Professional Advancement Grants Committee (PAGS). Travel: UI Fleet: http://www.uiowa.edu/~uifleet/rates.pdf for funding guidelines. Per Diem: http://www.uiowa.edu/~fustd/travel/Domestic_20Travel/FY09_PerDiem.htm Maximum: 2 people/academic year/organization, include line items, submit statement to GPAC upon return including what will extend to UI from conference.
Registration Fees		
Travel – UI Motorpool, Air, Bus, Train		
Per Diem (Food, Drink, Lodging)		
Copies & Printing*		Use UI Copy Centers or Printing Services (unless they are unable to fulfill the your printing needs)
Organization Specific Event	\$20	Per event. Must acknowledge ECGPS on materials.
Academic Area Event	\$35	Per event. Must acknowledge ECGPS on materials.
Campus Wide Event	*	Per case basis. Must acknowledge ECGPS on materials.
Decorations*	\$0	Not generally considered a responsible expenditure of fees.
Food/Beverage*	\$5/person	On a per event/program basis. Generally, organizations are encouraged to seek outside sponsorship (donations in kind) for food. The SAF is not meant to pay for full meals. NO funding for regular organization meetings (events only). Organizations using IMU catering should order from the discounted student organizations menu whenever possible. LIMITED number of events funded, all student events have higher preference.
Insurance	\$300	Per Event. Event must be open to all graduate/professional students to be considered for funding. Maximum \$600/organization/year.
Marketing/Publicity*	up to \$4/member	Per organization per year. Must not be spent on items violating UI Gift policy but to be used to extend the reach of the organization. Per case basis and specific item(s) must be described in request. Event publicity given preference.



Official Business of the ECGPS Allocation Committee

ecgps-gpac@uiowa.edu

Budget Director (GPAC Chair): Tim Paschkewitz (Graduate)

Membership Fees	\$0	ECGPS and the six ECGPS member governments may apply for consideration of the allocation of funds to pay for membership fees for regional or national organizations; at the most one regional and one national organization is eligible for consideration per organization. The amount of the fee, the number of student constituents of the group, and the potential impact of membership will be considered in making such a determination. ECGPS member governments are encouraged to seek joint funding through their collegiate dean's office.
Office Supplies*	\$50	Per organization/per year. This line is general use supplies (such as tape, staples, paper, etc.). Office supplies for specific events do not come out of this line. Org must have official office to be considered for office supplies. Significantly larger organizations may receive an enhanced general office supplies allocation.
Performances	\$750	Must be consistent with the mission of the event and organization. Funding provided for up to 2 performances per organization per year.
Postage	\$88	Per Org/year. Must provide written explanation as to why media cannot be delivered electronically or via Campus Mail. Exceptions are considered.
Room Rental		Funding is not permitted for regular organization meetings (orgs must find a free space for regular meetings like classrooms or free IMU Big 10 Rooms). Costs for room only, does not include set up fees. When reserving IMU rooms in conjunction with IMU catered events, organizations should note that 50% of the catering cost will be credited to the room rental cost.
IMU – Main Lounge	\$565	
IMU – Second Floor Ballroom	\$310	
IMU – North Room	\$125	
IMU – South Room	\$125	
IMU – Big 10 Rooms	\$0	Unless the \$25 AV fee is requested.
Other Campus Location	\$150	Orgs are encouraged to utilize the IMU. GPAC may request an organization to provide justification for not utilizing free spaces or the IMU.
Speakers		
Honoraria – UI Employee	\$0	No honoraria for UI employee; no exceptions.
Honoraria – Non-UI	\$1000	For speakers with significant notoriety (more expensive), organizations should be seek to work with the Lecture Committee.
Lodging	\$75	Per night/per speaker. Maximum of 2 nights. Lodging must be in the Iowa House Hotel unless rooms are unavailable.
Travel – Air, Train, Bus	\$250	Per speaker.



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Telephone Services		Only funded for organizations who: 1) an office officially listed on the IMU Organization Website and 2) staff said office at least 10 hours/week. Otherwise, recommended funding = \$0. Must go through SOBO.
Installation	\$200	
Long Distance	\$30	
Service Contract	\$210	
* These Funding Guidelines shall be used in determining allocations to Exempted Organizations (including ECGPS and member governments, but those organizations may expend differently based upon their programming as allowed by GPAC Bylaws and within University Policy.		