CLUBS & ORGANIZATIONS
FREQUENTLY ASKED QUESTIONS

Clubs/Organizations Application for Recognition Criteria

• Clubs seeking recognition should be academically, culturally, or service motivated; and funding can only be used for these purposes. Clubs must also meet the GSG mission to facilitate and encourage educational, professional, and research activities of graduate students.

• The proportion of graduate to undergraduate club members must equal or be greater than the proportion of graduate to undergraduate students enrolled at the University of Maine.

• Clubs seeking recognition must send a completed application to the GSG Board for final approval and receive a majority vote from the GSG Board for recognition.

• Filing the annual report at the end of the academic year is strongly recommended. Each club that is recognized and funded by the GSG must submit an annual report consisting of: the names of its Executive Committee and GSG representative, an outline of the activities conducted, and a list of expenses with original receipts. This report must be submitted by the start of the next academic year. GSG reserves the right to refuse future funding to clubs and organizations that do not provide annual reports in a timely manner.

• If a club or organization was recognized the previous year, then re-recognition is not necessary. However, an updated list of Executive Committee members, contact person, and GSG representative must be submitted.

Contact the Grants Officer (umaine.gsg.grants@gmail.com) with any questions.

Clubs/Organizations Request for Funding Criteria

• Clubs should be academically, culturally, or service motivated; and funding can only be used for these purposes. Clubs must also meet the GSG mission to facilitate and encourage educational, professional, and research activities of graduate students.

• The proportion of graduate to undergraduate club members must equal or be greater than the proportion of graduate to undergraduate students enrolled at the University of Maine.

• Electronic or handwritten final reports are not accepted. Filing the annual report at the end of the academic year is strongly recommended. Each club that is recognized and funded by the GSG must submit a typed, signed, and printed annual report consisting of:
the names of its Executive Committee and GSG representative, an outline of the activities conducted, and a list of expenses with original receipts. This report must be submitted by start of the next academic year. GSG reserves the right to refuse future funding to clubs and organizations that do not provide annual reports in a timely manner.

- If a club or organization was recognized in the previous year, an updated list of Executive Committee members, contact person, and GSG representative must be submitted.
- If alcohol is in your budget, you must submit a **typed** statement detailing the steps you are taking to ensure responsible and safe behavior.

  Contact the Grants Officer ([umaine.gsg.grants@gmail.com](mailto:umaine.gsg.grants@gmail.com)) with any questions.

**Clubs & Organizations Funding**

**Our club/organization received GSG funding during the previous academic year, but the club disbanded and funds were not spent. We want to revive the club. Can the club apply for funding this year?**

Check with the GSG Grants Officer to determine whether the club is still recognized. Funds awarded during the previous cycle must be returned to GSG by sending the uncashed check or a check payable to the "**Association of Graduate Students**" with a **typed, dated, and signed** letter of explanation to:

  GSG Grants Officer  
  University of Maine  
  5755 Stodder Hall  
  Orono, ME 04469-5755

**Can I send an email or a handwritten note explaining how the club/organization used the GSG funds?**

A **typed, dated, and signed** letter that details how funds were used along with the original receipts are required for record keeping purposes. A sample final letter with requested adjustments is available on the GSG grants' website to use as a guideline ([http://www2.umaine.edu/gsg/grants/clubs-and-organizations/#Sample_Final_Letter_Clubs](http://www2.umaine.edu/gsg/grants/clubs-and-organizations/#Sample_Final_Letter_Clubs))

**How can the club/organization return unused or misused GSG Funds?**

Return unused or misused GSG funds by sending a check payable to the "**Association of Graduate Students**" with a **typed, dated, and signed** letter of explanation to:

  GSG Grants Officer  
  University of Maine  
  5755 Stodder Hall  
  Orono, ME 04469-5755
Our club/organization requested the full $600 during the fall cycle but only received partial GSG grant funding. Can our club apply for additional funding during the spring cycle?
If your club/organization was awarded any funding during the fall cycle, you cannot apply for additional funding during the spring cycle. Funding during the spring cycle is made available when a balance remains after distributing payments for the fall cycle. These monies are only available to clubs/organizations that were not awarded funding during the fall cycle, and the maximum amount that can be requested is $300 (half the amount for the full academic year).

Miscellaneous

Why does the grant application form ask for our GSG departmental representative's contact information?
GSG grant funds are not dispersed without your GSG departmental representative's confirmation. Clubs/organizations must meet the GSG mission to facilitate and encourage educational, professional, and research activities of graduate students. Your departmental representative will receive an email requesting confirmation that he or she is familiar with the club/organization, has reviewed the application, and approves of the funding request. Thus, it's recommended that you communicate with your departmental representative about your GSG club/organization application.

How will I know whether our club/organization's application was successfully submitted? If your application is successfully submitted, you will be directed to the GSG website and will receive a confirmation email shortly. Note: The response is an automated message, and some applicants using FirstClass may find the email in their SPAM folder, depending on the mail rules they have set. If you do not receive the confirmation email, contact the Grants Officer at (umaine.gsg.grants@gmail.com).

Contact the GSG Grants Officer (umaine.gsg.grants@gmail.com) with any questions regarding the clubs/organizations process.