Clubs & Organizations
Application for General Funding

Applications must be submitted online by the deadline posted on the GSG website at
http://www2.umaine.edu/gsg/grants/clubs-and-organizations/

Late submissions are not accepted.

The Clubs and Organizations’ application form is posted on the GSG website at:
http://www2.umaine.edu/gsg/?page_id=28

Please be aware, in order to be more responsive to the needs of clubs and organizations at UMaine, we are shifting the application for the fall semester of the academic year to the preceding spring semester. This means that funding decisions for the fall of 2014 will be made in the spring of 2014. Funds will not be disbursed until after the start of the fall semester and until the expense report from the previous semester is received.

Clubs/Organizations Criteria:

- Clubs should be academically, culturally, and/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 reports or letters of explanation are not accepted.

- Filing the annual report at the end of the academic year is strongly recommended. Each club recognized and funded by the GSG must submit a typed, dated, and signed annual report consisting of: the time period covered by the report, the names of its Executive Committee and GSG representative, an outline of the activities conducted, amount received from GSG and a list of expenses with original receipts. This report must be submitted by the first day of classes in the 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.
Funding will not be allocated for professional memberships of individual members. Funding for membership of your club or organization as part of a larger body is acceptable.

Information Needed to Complete the Application:

I. Name of club or organization.

II. Is the club or organization recognized by GSG? If not, you must list the date you submitted an Application for Recognition.

III. Contact person’s name, email, telephone number, and campus address.

IV. GSG senator’s name and email for your department, or the department that is knowledgeable about your Club/Organization.

V. Amount requested – not to exceed $600 for the fall (for the entire academic year) and $300 for only the spring semester.

VI. PDF Attachment that includes:
   a. A copy of your budget, including other funding sources.
   b. A budget explanation.
   
   NOTE: Clubs must meet the GSG mission to facilitate and encourage educational, professional and research activities of graduate students.
   c. Names of the current Executive Committee.
   d. An alphabetized list of all graduate student members in the club.
   e. Alcohol responsibility statement if applicable.

By submitting the online application for funding, you agree to abide by the GSG Clubs and Organizations guidelines outlined in the GSG By-Laws. GSG has the right to refuse future funding or require the return of current funds if GSG grant money has been misused. To return misused or unused GSG funds, send a check made out to the “Graduate Student Government” with a typed, dated, and signed letter of explanation to:

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

Your GSG Senator will receive an email after you submit your application, requesting confirmation that the funds requested are for a legitimate club or organization and will be used in accordance with the GSG By-Laws. Clubs and organizations are not recognized, and funds are not dispersed, until GSG receives your senator’s confirmation.

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