

**Graduate Student  
Government**  
University of Maine  
*Office of the Grants Officer*



## **Clubs and Organizations Grants General Application Instructions**

Applications must be submitted online by the deadline posted on the GSG Website at  
<https://umaine.edu/gsg/clubs-and-organizations/>

**LATE SUBMISSIONS ARE NOT ACCEPTED.**

**Please note: for returning clubs and organizations, all academic year applications  
MUST be submitted in the Fall cycle.**

### ***Diversity Training Requirement:***

Prior to receiving any funds from GSG, the Executive Committee members of student clubs/organizations are required to attend two 2.5-hour diversity training sessions offered by the Office for Diversity and Inclusion at the University of Maine. GSG will work with clubs/organizations to organize the training sessions.

### ***General Clubs/Organizations Criteria:***

- New clubs must be recognized by the Graduate Student Government before applying for funding. Please see the Club Recognition Form on the website.
- Newly recognized clubs may apply for \$300 each semester. An expense report is required before more funds can be requested. Returning clubs in good standing may apply for \$600 in the Fall for the academic year.
- Clubs should serve the graduate community and funding can only be used for these purposes. It is permissible to budget up to 50% of requested GSG funds for food and drink. Clubs holding events with strong academic, cultural, or service ties such as seminars or workshops that require more than 50% of funds to be used for food

may request an exemption If requesting an exemption, please include a separate page at the end of the application with an explanation.

- 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 required. This report must be submitted by the end of the last week of classes in the Spring semester. Failure to submit an expense report may result in the refusal of future funding for the subsequent academic year. Please see the Club Expense Report Instructions for more details.

### **Information Needed to Complete the Application:**

Fill out the online form with the following information:

1. Name of the club or Organization
2. Contact person's name, email, telephone number
3. GSG senator's name and email for your department, or the department that is knowledgeable about your Club/Organization.
4. Amount requested – not to exceed \$600 for the entire academic year and \$300 for Fall or Spring Semester only.

***All materials in the PDF except for headings MUST BE in Times New Roman Font, 12 point, double spaced, with 1-inch margins on each side and should include these items in the following order:***

5. Header on the right hand side that includes cycle name and name of club.  
Example: AY 2021-2022, Graduate Coalition of Time Lords and Companions.
6. Narrative/rationale that explains the club's purpose, how it fulfills the GSG mission, and how the club is beneficial to graduate students at UMaine. Include other relevant information, but please limit this to one page.
7. A copy of your budget, including other funding sources. This must be in table format.
8. A budget explanation. Please complete this in a bullet or numbered format for clarity when explaining items in the budget.

9. Names of the current Executive Committee, followed by the name of the department's GSG Senator.
10. An alphabetized list of all graduate student members in the club. Please only include active members.
11. Alcohol responsibility statement, if applicable.
12. Petition to use more than 50% of your budget on food and drink 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.

**If the Club has any unused grant money from the GSG grant cycle, they should return that amount via a check payable to "The Graduate Student Government" and mail it to the address below.**

**GSG Grants Officer  
University of Maine  
5755 Stodder Hall Rm 16A  
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 ([gsg.grants@maine.edu](mailto:gsg.grants@maine.edu)) with any questions.