

**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 Recommendation:***

The Executive Committee members of student clubs/organizations are recommended 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. Please reach out to [Anila Karunakar](#) to set up a training session.

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

- Your club 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.
- 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.

- Filing the annual report at the end of the academic year is required. This report must be submitted by the date listed on the GSG website. 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 2023-2024, Graduate Coalition of Time Lords and Companions.
6. A 500 word maximum narrative/rationale that explains the club's purpose and how the club is beneficial to graduate students at UMaine. Include other relevant information such as activities done and history, but please limit this to one page.
7. A copy of your budget, including information about funding from other sources (scholarships, department funds, etc.). This must be in table format - see examples on the website.
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 club officers (i.e., president, treasurer, etc.).
10. An alphabetized list of all graduate student members in the club. Please only include active members.
11. 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.

**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**

Contact the Grants Officer via email ([gsg.grants@maine.edu](mailto:gsg.grants@maine.edu)) with any questions.