GRO Group Funding Policy
Approved by the GC: 11.27.2023

Purpose and Scope

The Group Funding Program is designed to assist Homewood campus graduate student groups in hosting events that are inclusive to all Homewood graduate students. Part of the core of the GRO's mission is to enhance the Graduate Student experience. To that end, the GRO supports many other student organizations by financially supporting their events. Student groups apply for an award leading up to their event and, if approved by either the Executive Board or General Council (see **Eligibility**) receive funds in the form of a reimbursement. Further details on **Eligibility, Requirements, and Limits** can be found below.

Eligibility

1) Any student organization recognized by the Office of Leadership Engagement and Experiential Development (LEED) may request funding for an event.
2) Groups of students who have not been recognized by the Office of Leadership Engagement and Experiential Development (LEED) may request funding for an event. If LEED has previously denied recognition of a student group, then that group does not qualify for funding under the same group name or purpose.
3) Groups must be Homewood based in order to receive event funding
4) The event must be open to graduate students of all departments.
5) The event must have a location reserved, except when proposing an event that will occur during the following semester.
6) Events funded by the GRO must occur in locations approved by the Office of Leadership Engagement and Experiential Development (LEED).

Requirements

1) Groups must submit funding requests at least three weeks prior to their event start date
2) The GRO General Council (GC) shall vote on all group funding requests elevated by the Executive Board for approval.
    a) Only the request of 1 member of the Executive Board is required to elevate a funding request to the GC
    b) If elevated to the GC, the group must present their funding request at a GC meeting.
        i) The information presented to the GC **must** include the following

        1   Amount requested from GC.

        2   Percent of total event cost being requested.

        3   How the group plans to fund the event outside of GC funding (e.g. fundraising, ticketing, etc.).

        4   Expected number of participants for the event

3) All funded events must have a promotional email with a flier sent to the GRO email (gro@jhu.edu) <u>by no later than 1 week before the event</u>. Groups should also post an event listing on the HopkinsGroups website if possible.
   a) All publicity, including fliers and event emails, must name the GRO as a co-sponsor.
   b) All publicity related to the event must contain all relevant information in English in addition to any other languages used.
4) It is recommended that any events where the GRO provided over 50% of the total funding occur on the Homewood campus.
5) Events being funded by the GRO from another budget are not eligible to submit requests for GRO Group Funding and are not subject to the rest of these policies.

Limits
1) The GRO will fund up to $800 per group per semester.
2) The GRO will only fund up to 95% of an event's total cost.
3) The funding allocated to food may not exceed $12 per graduate student attendee per meal.
4) For any event which has a limited number of possible attendees (e.g. off campus events with limited transportation), the GRO will not reimburse more than $50 per attendee including all costs.
5) The GRO will not reimburse money spent on alcoholic beverages.
6) The GRO will not reimburse sales tax.
7) The GRO will not approve funding for events after they have occurred, except for in extreme circumstances when approved by the GC with a supermajority vote.
   a) Such exemptions may only be made in cases where the request was submitted in a timely manner but due to clerical mistakes or scheduling issues the GRO was unable to consider the request before the event occurred.