



# Harvard Graduate Council

## Funding Committee

*Event Funding Application and Evaluation Guidelines*

*Effective 12/9/2021*

### Overview

The Harvard Graduate Council (HGC) has established a “One Harvard Catalyst Fund” that provides financial support to Harvard graduate school organizations that help promote cross-program interaction and strengthens the “One Harvard” philosophy. There are two types of funding available:

1. “Fast-track” funding: a streamlined funding process for requests up to \$500.
2. Large event funding: a more detailed funding process designed for larger events. The funding maximum on these requests is \$2,500.

### Funding Eligibility and Timelines

1. Only officially recognized graduate student groups in good standing with the HGC and the Provost’s Office may apply for HGC event funding.
2. Student groups associated with a particular school (i.e. Mexican Law Students Association (HLS) or QueerEd Club (HGSE) are eligible to apply for Catalyst funding provided that the event funding is requested for is open to all graduate students.
3. The group must have a checking account in the organization’s name (this is the name that will appear in the “pay to the order of” line on the allocation check).

4. The entirety of the prospective funded project must occur within the fall or spring term, and activities taking place during summer or winter break would not qualify.
5. Student groups must acknowledge the sponsorship of the Harvard Graduate Council visibly on all publicity materials. (e.g. “Funded by the Harvard Graduate Council”). Groups should also use the HGC logo, which is available on the [HGC website](#).
6. Student groups should also provide an event flyer in electronic form for the HGC to use in promoting the event via HGC’s social media channels.
7. All funding applications must be submitted in the same academic semester during which the event takes place.
8. Retroactive grant applications may be submitted up to 21 days after an event takes place.
9. HGC will offer a decision on an application within 90 days of submission.

## **Application Procedure**

1. Event funding applications must be submitted using the HGC’s Funding Committee Event Funding Application Form, which can be found at the following address:  
[www.tinyurl.com/catalystfundapp](http://www.tinyurl.com/catalystfundapp)
2. Following submission, the funding proposal will be reviewed by the Executive Board of the HGC. Please note, the Funding Committee reserves the right to approve an amount less than the amount requested in the application.
  - Note: For fast-track requests, approval at the Executive Board level constitutes final approval and funds will be disbursed at this point
  - a) Upon approval of the funding request by the HGC Executive Board, the request will be advanced to the full HGC for final consideration.
  - b) At the first subsequent meeting of the HGC (typically, once every two weeks), the HGC will vote on the funding request.
3. Following the vote of the HGC, the Funding Committee will email the applicants with the result of the vote.
  - a) If the request is approved, the HGC Chair of Finance will write a check to the entity requesting funds and will work to coordinate a time and place to deliver the check.
  - b) At the discretion of the Funding Committee, a portion of the funds may be held until after the event.
  - c) If the request is not approved, the applicants may refine their request and reapply for funding following the process outlined above.

## Event Documentation

1. All groups that receive funding from the HGC are required to submit purchase receipts and event attendance documentation (name and school of all attendees).
2. Organizations that do not provide adequate documentation of events and associated expenses will be deemed ineligible for future funding by the HGC.

## Event Funding Criteria

Event funding requests will be evaluated using the following evaluation criteria:

1. Does the proposed event support the “One Harvard” philosophy?
  - Does the event support and facilitate the promotion of a One Harvard community? For example, is the event dedicated to community-building, rather than simply a social event or charity event?
  - Is the event open to all Harvard graduate students?
  - Would the event be of interest to students from all Harvard graduate programs?
  - What strategies have been employed to promote greater participation by all Harvard graduate programs?
  - Has there been efforts to involve affiliated student groups at each graduate school?
2. Is the applicant group in good standing with the HGC, the Provost’s Office and their respective school?
3. Is the funding request reasonable for the type of event?
4. Is there a clear plan for efficiently utilizing the requested funds? Specifically, is there a documented and reasonable budget for the event?
5. Has other funding been secured for the event? If so, what percentage of funding will be obtained from non-HGC sources, and what are those sources? If not, why not?

## Questions?

Please contact the HGC Funding Committee at [finance@hgc.harvard.edu](mailto:finance@hgc.harvard.edu) with any further questions on the HGC funding process and policies.