

Undergraduate Council Finance Committee

Grant Evaluation Guidelines, 2016-2017

Updated 21 April 2016

Because the UC Grants Fund is drawn from voluntary contributions by Harvard College students, funding is strictly intended to directly promote undergraduate community and enhance student life. The Finance Committee has adopted the following guidelines in order to facilitate these goals while maintaining fiscal responsibility.

Grant Eligibility:

Only officially recognized student groups in good standing with the Office of Student Life may apply for UC grants. However, only projects or events meeting the following criteria are eligible to receive funding:

1. The project or event must be open to all Harvard College students.
2. The student group accepts membership from all Harvard College students. Student groups requiring “comps” for new membership must accept all members who complete the comp process.
3. The grant applicants are required to make a good-faith effort to advertise the project or event to all Harvard College students (e.g. broadcasting of event details over upperclassmen house, freshman dorm, and student organization email lists).
4. The project or event must not occur during dates, as advertised on the UC website, including, but not limited to, shopping periods, reading periods, and exam periods.

5. Student groups must acknowledge the Undergraduate Council visibly on all publicity materials and all programs for shows and events. (For example, by writing “Funded by the UC.”) Groups should use the “funded by UC” logo, which is available on the UC grants website.

Small Grants: grant applications requesting totaling less than \$200 and requesting funding for only food and publicity may be eligible for UC Small Grants and do not require interviews.

(Applications will receive notification by email.) UC FiCom reserves the right to call in any student group for an interview.

Application Deadlines:

1. Retroactive grant applications may be submitted *up to 21 days after* the event takes place.
2. All grant applications must be submitted in the *same academic semester* during which the event takes place.
3. The application deadline for each semester will be decided and publicized by the Finance Committee at the beginning of the semester. The Finance Committee will not accept applications after this date.

Applying for a UC Grant:

1. Grant applications must be submitted using the Harvard College Common Grant Application. This can be accessed at <http://uc.fas.harvard.edu>.
2. Once a grant application has been submitted, it may be electronically edited any time before the grant interview. At the discretion of the Finance Committee, minor amendments to the grant application may be accepted during a grant

interview (see below). If amendments are made to the application after the interview, a second interview will be necessary. The Finance Committee reserves the right to make a grant decision final, pending an appeal.

Interviewing for a UC Grant:

1. After a grant has been submitted, the applicant will be contacted via email (at the email address designated within the grant application) by the Chair of the Finance Committee for an interview with the committee. This email will be sent on Monday evening.
2. *Applicants are expected to attend their interview at the time assigned. Interviews will usually take place on Wednesday nights, between 7:00 PM and 9:00 PM, at a location outlined in the email sent by the Chair. During the interview, one or more Finance Committee representatives will ask questions regarding details of the grant application to determine which aspects of the project or event are eligible for funding.*
3. *Grant interviews can be rescheduled if the applicant misses his or her interview. However, should an interview for a specific grant be missed 3 times, the grant will be dropped by the Finance Committee.*

Allocation Process for a UC Grant:

1. Following the interviews with grant applicants, the Finance Committee will discuss each grant application. The Committee will vote on the recommendation for each grant, and grant applicants will be notified of this recommendation via email by a Finance Committee representative shortly

following the interview. *Please note that these recommendations by the Finance Committee are not final or guaranteed.*

2. Following the Finance Committee meeting, all grants must be reviewed by the entire Undergraduate Council at the next UC General meeting.
3. Following review and approval by the Council, the Vice Chair of the Finance Committee will contact grant applicants via email to notify applicants of the *final* allocation for the grant.

Submitting a Completed Project Form:

1. All student groups are required to fill out and submit a Completed Project Form for each project or event receiving funding from the Undergraduate Council. This form is available at <http://uc.fas.harvard.edu>.
 - a) *Please note that these forms are audited by the Finance Committee. Student groups whose Completed Project Forms and receipts do not closely reflect their grant applications will be penalized when they apply for UC funding in the future.*
2. Upfront grant checks can be obtained from the UC Treasurer. Upfront grant recipients must then submit the Completed Project Form with receipts to the UC Finance Committee within 21 days after the event has occurred. If the total expenditures of the event or project were below the amount funded by the Finance Committee, student groups are

required to remit funds via checks paid to the order of the “Harvard Undergraduate Council.”

3. Retroactive grant applicants must submit a Completed Project Form with receipts within 21 days after the event has occurred, to be collected at the time of the interview, and following this submission, retroactive grant checks will be available from the UC Treasurer.
4. **If recognition for funding is not given to the UC, the Finance Committee reserves the right to freeze funding. All printed material and publicity should visibly include the clause “Funded by the UC” along with the UC Logo that can be found on the UC website.** [_____](#)

Appealing Allocations for UC Grant:

If a student group feels that the UC has made an error in allocating funding for a grant application, appeals can be made to the Finance Committee through the following process:

1. The grant applicant should contact the Chair of the Finance Committee via email, explaining the reason for appeal.
2. The grant applicant should resubmit the grant using the Common Grant Application, and explain why the appeal has been made in the “Event Description” section of the grant application.
3. At the Committee Chair’s discretion, a second interview for the grant application may be necessary. All appeals will be discussed and recommendations are subject to final approval by the entire Finance Committee.

Policies:

Note: The following policies are guidelines and final decisions rest with the discretion of the Finance Committee.

- 1. Club Sports:** Approved club sports teams will receive a maximum of \$1,000 - \$2,000 in UC funding per semester, as outlined below; this maximum includes all equipment, practice, and instructor costs, as well as funding for any recruiting or social events held by the team. This policy applies for all official Harvard College club sports teams (Aikido, Fencing, Soccer, Wushu, etc.). Club sports with less than 15 members are eligible for funding of up to \$1,000. Club sports with 15-25 members are eligible for up to \$1,500. Club sports with more than 25 members are eligible for up to \$2,000. Club Sport teams are required to submit team rosters at the time of their interview.
- 2. Student Publications:** The Finance Committee will fund up to \$500 for 1 issue of a publication per semester.
- 3. Musical and Theatrical Performances:** A maximum of 60% of the performance/intellectual property rights will be funded by UC. Script and score copying costs are counted separately. Please note that required dry cleaning costs will be subsidized at 50% and that food costs unrelated to the direct production of a theatrical performance will not be funded. All printed material and publicity should visibly include the clause “Funded by the UC” along with the UC Logo that can be found on the UC website. Musical and theatrical performances will receive a maximum of \$1,000 for all costs, including box office fees.
- 4. Admitted Students:** Events with admitted students (prefrosh) in attendance will be funded based on the number of Harvard undergraduate students present, with no regard to the

number of admitted students in attendance.

5. **Fundraisers:** All fundraisers are ineligible for funding. Rarely, some fundraising events in which UC funds are not used for the purpose of fundraising may be funded, at the Finance Committee's discretion.
6. **Vacations:** The following policies apply to event or projects occurring when campus is on vacation.
 - a. Events will be not funded if the break is fundamental to the event's occurrence. For example, alternative spring break trips are not eligible for funding.
 - b. Events will be funded if the break is merely coincidental to the event's occurrence. For example, a martial arts team will be eligible to receive funding for a tournament that coincidentally occurs during spring break.
 - c. When all dining halls are closed, no food will be funded by the UC under any circumstances.
7. **Ticketed events:** All ticketed events must be SEF eligible.
 - a. This policy applies to retroactive grant applications as well. Retroactive grant application which failed to provide SEF-eligible tickets will be penalized.
8. **General operational costs:** Operational costs are only funded for items which are essential to the *purpose* of the organization and will be used in a series of events. For example, a political organization will not receive funding for a paper cutter, but a letterpress organization may receive

funding for a paper cutter.

9. **Apparel:** Costumes are eligible for funding for up to \$1,000 per calendar year only if they will be re-used in several performances. The Finance Committee Vice Chair for Grants keeps records of which groups receive funding for costumes and for what events; we expect that costumes will be passed down within the membership of the organization for several years. T-shirts advertising for a project, student group, or event are *not* eligible for UC funding.
10. **Transportation:** Transportation costs will be funded solely for travel within the greater Boston area, defined by the areas south of Lowell, MA, east of Worcester, MA, and north of Brockton, MA, and on a per-student basis only. The maximum subsidy that will be given per Harvard College student is the cost of a roundtrip journey on the MBTA, using a discount Charlie Card (\$4.50 per student). Zipcars and other modes of transportation within the greater Boston area will be funded at the same rate.
11. **Publicity:** Publicity (flyers and postering) expenses will be funded at most \$15 per event. Student groups must acknowledge the Undergraduate Council visibly on all publicity materials (eg, by including the clause “Funded by the UC”) to be eligible for funding. Groups are encouraged to use the “funded by UC” logo, which is available on the UC grants website. Electronic publicity media will not be funded. This policy applies for upfront and retroactive grants.
 - a. Proper documentation for publicity is required in order to receive funds. This includes receipts from Kinkos, Staples or Gnomon Copy, as well as a breakdown of the print jobs if Papercut is used. A receipt showing money

was added to a Papercut account will not be accepted.

12. **Food:** The Finance Committee funds food for events. Funding is allocated by the following criteria:

Type of Consumable	Maximum Allocation
Snacks or Desserts, and Beverages	\$3.00 per student
Small meals	\$4.00 per student
Full, informal meals	\$5.00 per student

For events with multiple meals, including multi-day events, food costs are capped at \$5.00 per person. Please note this is a cap. For example, a group applying for two small meals for one day conference would receive \$5.00 per person.

13. **Venue Rental:** All on-campus venue costs will be funded at most \$200.00 per event. These costs include rental fees, set-up fees, janitorial fees, and usher or required personnel fees, as well as entertainment licenses levied by Harvard or the City of Cambridge or any equivalent adjudicating body. **Off-campus venues will not be funded.**
14. **Harvard University Police Department (HUPD) Details:** HUPD details will be funded at the rate provided by HUPD. The UC will fund the detail at the four-hour minimum. Weekday HUPD details will be funded at most \$195.80 per event

- (\$48.95 per hour). Weekend evening (party) details will be funded at most \$282.20 per event (\$70.55 per hour). The Finance Committee will fund HUPD detail for a maximum of \$282.20 per semester per student organization.
15. **Disc Jockeys:** DJ's/musicians for a dance will be funded at most \$150.00 per dance.
 16. **Competition, Registration, and Entrance Fees:** These fees will be funded at most \$25 per participant per event. The Finance Committee will fund up to one such fee per organization per semester. This policy applies to conferences, competitions, registration fees, and other similar fees.
 17. **Audio/Visual Equipment:** The UC provides speakers (found in the basement of the Science Center) and theater lights (found in the New College Theater). **A/V equipment will only be funded if it cannot be obtained for free (or for a nominal maintenance cost) from the Undergraduate Council.** Official Harvard College student groups can borrow the equipment packages listed below. All of these packages are free of charge if they are returned on time. *Groups must bring proof of a failed UC equipment reservation to their interview to receive this funding.*

Equipment is signed out from Media and Technology Services' main office in the Science Center, Room B-02. Students setup and operate the equipment on their own and return the equipment when done.

- a. *Computer/Video Projector:* MTS loans out a computer/video projector for official student groups. This includes a screen, small powered speaker, DVD player, and all necessary cables.

- b. *Small Sound System:* Two powered speakers on stands, with one wired microphone and an input for other devices (mp3 player, computer, etc). Good for groups up to 125. Not recommended for parties.
- c. *Large Sound System:* Two very large speakers with a powered mixer/amplifier, two wired microphones, and numerous inputs for other devices. This is the only system MTS has that is recommended for parties.

Equipment will be funded with maximum caps at the daily rates provided by Media Technology Services. MTS rates are not applicable to events that are not held on campus. AV/Media equipment will be funded by the committee at three instances per semester per organization.

Funding for AV/Media equipment is limited only to Harvard MTS equipment used in on-campus events.

Audio/Visual Equipment	MTS Hourly Rate	MTS Daily Rate (5+ hours)
Sound System (<30 people)	\$5.00 / hour	\$25.00 / day
Sound System (30-75 people)	\$7.50 / hour	\$37.50 / day
Sound System (75+ people)	\$9.00 / hour	\$45.00 / day
In Room Sound System	\$5.00 / hour	\$ 25.00 / day
Wired Microphone	\$2.50 / hour	\$12.50 / day
	\$22.50 / hour	\$112.50 / day

Projector		
Portable Screen	\$2.50 / hour	\$12.50 / day
DVD Player	\$2.50 / hour	\$12.50 / day

Rates Updated on 2/17/2010

18. **General Meetings:** The Finance Committee will fund food for a maximum of 3 planning meetings per semester.
19. **Dishware:** All dishware (plates, cups, napkins, utensils, etc.) is considered included in the allocations for food. No additional or separate allocations will be made for dishware.
20. **Repeated Events:** The Finance Committee will fund 3 repeated events per semester, per student organization.
21. **Printing Costs:** Printing costs will be funded at most \$0.04 per sheet printed. This policy is intended for the printing of programs for shows and events, and only printed materials that will be given to Harvard college students will be funded. All programs for shows and events must acknowledge the Undergraduate Council, eg, in the sponsors list. A “funded by UC” logo is available on the UC grants website.
22. **Instructor Fees:** Instructor fees will be funded at a maximum rate of \$1.00 per person per hour of instruction. For example, if a Wushu coach teaches 30 students per practice, and there are 30 practices per semester, the Finance Committee will fund a maximum of \$100.00 for instructor fees per event, with the exception of club sports, but with the understanding that this amount is included under the cap for all club sports teams.

23. **Peer Counseling Groups:** Peer counseling groups are eligible to receive funding for the publicity of the group's services at a maximum of \$50.00 per semester. This policy applies to posters and flyers advertising the regular counseling services provided by the group; the Undergraduate Council does not fund other hand-outs to students that are meant to advertise the services of the peer counseling group (e.g. stress balls or magnets). Publicity for the group's events (refer to clause 11) outside of the regular counseling will be funded according to the Finance Committee's event policies.
24. **Decorations:** Only thematically-linked decorations will receive funding for an event or project. For example, banners or flowers will not receive funding, but international flags for a cultural event may be eligible. Decorations will be funded at a maximum of \$50.00 per event or series of events, as determined by the Finance Committee.
25. **Guests:** Expenditures for travel of guest speakers and honoraria, lodging fees, and invitation fees for these guests are not eligible for UC funding.
26. **Shipping:** Shipping and Handling costs are never eligible for UC funding.
27. **Club Elections:** Club elections will be counted against the "General Meeting" funding total.
28. **Gratuity and Tips:** Gratuity and Tips are ineligible for UC funding.□
29. **Fashion Shows:** Funding for all fashion shows is capped at \$2500 subject to the same funding policies as other events.*

30. **Conferences:** All conferences, symposiums, etc are capped at \$3000 subject to the same funding policies as other events.*
31. **Lodging:** Costs for hotel rooms or other overnight accommodations are not eligible for UC funding.
32. **Materials and Supplies:** Costs for necessary materials and supplies for events or student groups will be funded at the discretion of the committee. The committee will look favorably on items that are absolutely essential and reusable (ex. a chess board for a newly founded chess club).
33. **Board Retreats:** The UC will fund up to \$200 per retreat subject to the same funding policies as other events. Board retreats are capped at one per year.
34. **Websites:** The UC will not fund development or design costs for websites. Student groups are encouraged to apply for free web hosting and domain names through the Harvard Computer Society (HCS). The UC will consider funding hosting when 1) the website is critical to a core aspect of the group or event beyond publicity and providing information and 2) HCS hosting is insufficient for the site.
35. **Film Screening Licenses:** The UC will fund up to \$300 for film screening licenses depending on the number of attendees.
36. **Awards and Prizes:** The UC will not fund awards or prizes. □*Definitions of “fashion show” and “conference” are at the discretion of UC FiCom.

Miscellaneous Policies:

1. **Outside Funding:** The Undergraduate Council strongly

- encourages applicants to secure funding from multiple sources. When determining funding allocations, all outside funding is subtracted from ineligible expenses before eligible ones.
2. **House Committees:** House Committees receive funding from the Council in a lump sum distributed at the beginning of each semester. The 12 upperclassmen houses receive *at least* \$4500.00 per semester, and Dudley House will receive 1/16 of the amount allocated for one upperclassmen house plus \$1,000.
 3. **Honesty:** Evidence of dishonesty when applying or interviewing for a grant is grounds for disqualification of a student group from receiving future funding from the Undergraduate Council. All sources of revenue (i.e. leftover funding from previous semesters, ticket sales, etc.) *must* be reported to the Finance Committee, and all expenditures must be documented with receipts.

New Initiatives:

1. **Large Venue Grants:** The Finance Committee encourages collaboration between student groups to put on innovative events for the campus community. For this reason, the Finance Committee will be releasing an application for special funding for new, large, on-campus events in mid-October. \$10,000 worth of grant funds will be available for student group use. Note: House committees are eligible to apply for large venue funding for events open to the entire campus community.
2. **Wintersession Grants:** Student groups are strongly encouraged to put together proposals for this week. The Finance Committee will release an application by October 29

for a share of up to \$20,000 worth of grants for innovative projects that take advantage of the week away from studies at Harvard. *Note: The policies dictating the use of these funds will be released with the application and will not be the same policies as in this guide.*

3. **Green Initiatives:** The Finance Committee is encouraging organizations to consider the environment and minimize their carbon footprint, while taking advantage of online forums to meet their goals. For this reason, publications are being offered the opportunity to received UC funds to improve their online presence and organizations are, for the first time, eligible to include online publicity in their application for funds.
4. **Founding Startup Stimulus:** The Financial Committee will give special consideration to student groups founded or re-founded within two semesters of their funding request. These “stimuli” aim to give newly (re)founded groups a boost so that they may fund equipment, materials, and events that will generate interests for their new organization. The extent of the Founding Startup Stimulus will be at the discretion of the Financial Committee.
- 5.