



# 2026-2027 General Student Services Fund Budget Narrative

## GSSF Application - Budget Narrative

The purpose of this document is to offer groups a chance to provide clarity on the programming budgets they are requesting. For each of the programs listed on the last page of your application, please fill out the questions on the following pages. **Groups must fill the questions out for EVERY program requested, so please copy and paste the questions as many times as you need.** Not including one of your programs in this document may result in the program being left out of the final budget, so please make sure to double check that everything has been included before submitting.

For definitions of the terms used in this sheet, please see the [Eligibility Criteria](#). We have also provided a “Core vs. Supportive Programming” graphic below.

### CORE PROGRAMMING

Must meet **ALL** of the following criteria:

Open to all University Students  
Has an educational benefit (but not a credit-producing activity)  
University students are at least 75% of the beneficiaries of the program

Must meet **AT LEAST ONE** of the following criteria:

Provides a service available upon request  
Facilitates experiential learning  
Campaign Program  
Provides leadership development opportunities

### SUPPORTIVE PROGRAMMING

Can meet **ANY** of the following criteria:

Not accessible to all UW-Madison students  
Does not provide an educational benefit  
University students are less than 75% of the program’s beneficiaries  
Does not meet any engagement criteria  
If the program is a lecture, presentation, or entertainment provided by non-University speakers, artists, or performers  
Accessible only to select individuals for purpose of leadership development, general knowledge, or skill acquisition.  
Publication or library

**Questions 1-4 are for returning organizations ONLY.** Please only fill out these questions if your organization was funded this previous year. **If you are a new organization, please proceed to the next page.**

1. What percentage of funding was left at the end of the previous fiscal year? If more than 0%, please explain why (in detail). Cite each individual line item which was higher or lower than the allocated amount in your approved budget for last fiscal year (*approx. 500 words*):
2. Please explain the reason for any percentage increase or decrease from the most recent fiscal year to the level proposed for the upcoming fiscal year. Cite each individual line item that is increasing or decreasing (*approx. 250 words*):
3. If you are requesting increased funding, please prioritize all increases, give justification for each priority, and a breakdown of each expense (*approx. 500 words*):
4. If your planned services, goals, and/or operations are significantly different from those reported in the End-of-Year Report, please indicate in what ways and why (*only answer if applicable. Otherwise, answer N/A*):

## Program Name:

Estimated Program Date:

Program Duration:

Estimated # of Attendees:

1. **What is this program for and how does it help fulfill your mission?** Please provide a logistical description, including the scope and an explanation as to how your group intends to put on the program.
2. **Is this a Core Program or a Supportive Program?** *(If you are unsure, check the graphic on the first page of this document or see the [Eligibility Criteria](#))* Please explain why, using the criteria listed on the first page.
3. **Will this be taking place on or off campus?** If you have a location picked already, where will this program be held?
4. **What percentage of the Beneficiaries of this program will be University students?**
5. **How will this program benefit the campus at large?** If this program is off campus, please further elaborate on how that benefit will come back to campus.
6. **Will this program be co-sponsored with another organization, department, or entity that will be contributing money or resources?** Please explain why the co-sponsorship is necessary and what each additional organization will be contributing, both programmatically and financially to the program.
7. **Will you be requesting any food/beverages?** *(As a reminder, we can only provide food/beverage for a program based on our [Food policy](#).)* If so, please explain:
8. **Will you be requesting any apparel?** *(As a reminder, we can only provide apparel for a program based on our [Apparel policy](#).)* If so, please explain why apparel is key to the success of this program.
9. **Is this program travel-related?** If so, please answer the following:
  - Will you be requesting any student per diem (meals) costs? If so, please explain:
  - Will you be requesting registration fees? If so, please explain:
10. **Will you be requesting any Honoraria/Speaker Fees?** If so, please explain:
11. If an agency (department, unit, etc) of the university offers programming similar to this, **please specify how this program is substantially different or accessible.**

SSFC Chair: [ssfc@asm.wisc.edu](mailto:ssfc@asm.wisc.edu) ASM Funding Advisor: [elena.quintero@wisc.edu](mailto:elena.quintero@wisc.edu)

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