

# GSA Grant for Student Organizations Application Form 2018-2019

The Grant for Student Organizations are for activities like academic conferences, colloquia, speaker presentations, panels, workshops, and social events that contribute to graduate students' education and community. Please send questions to [gsa@gsacarleton.ca](mailto:gsa@gsacarleton.ca)



- Applicant groups are eligible to receive between \$50 and \$600 per GSA fiscal year (May to April) per event or program, and no more than \$800 per department.
- Grants operate on a reimbursement basis and groups must apply in advance to get approval before incurring your expenses.
- Applications will not be processed without complete budget information.
- To receive a reimbursement, applicant groups must submit receipts after the approval of the budget and once the expenses have been incurred.
- The deadline for applications and the submission of receipts is April 15.
- Alcohol is not an eligible expense to receive funding.
- Funding cannot be used to cover more than the expenses incurred
- Applicant groups must advertise their event or programming with credit given to the Graduate Students' Association.
- Information about the event or programming should be provided electronically to the GSA for inclusion on the GSA website and within the Grad Bulletin email newsletter. Send the info to [occ@gsacarleton.ca](mailto:occ@gsacarleton.ca).

## Student Applicant (s)

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Student Number \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ (    ) \_\_\_\_\_

Email Address \_\_\_\_\_

## Applicant Group

Name of Group \_\_\_\_\_

Type of Group Graduate Departmental Society registered with the GSA.  
A group of graduate students associated for a specific purpose.  
Carleton Student Clubs or Society

Payee (Name to appear on a cheque) \_\_\_\_\_

Email for the group if different from above \_\_\_\_\_

## Event

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Description of the event:

How will your event benefit graduate students?

## BUDGET

Please fill out this section in detail. Applications will not be processed without complete budget information. Alcohol is no an eligible expense to receive funding. Funding cannot be used to cover more than the costs involved in a proposed project. The funding of events and programming via grants operates on a reimbursement basis.

Income & Funding (You may attach additional sheets)

Planned Expenses (submit Receipts after the expense have occurred)

Other financial information

## Other

Will your event or programming also be open to undergraduate students? Yes

No

Applicant groups must advertise their event or programming with credit given to the Graduate Students' Association. Information about the event or programming should be provided electronically to the GSA for inclusion on the GSA website and within the Grad Bulletin email newsletter. Send the info to [occ@gsacarleton.ca](mailto:occ@gsacarleton.ca).

Describe how you will advertise your event to graduate students

THIS BOX FOR OFFICE USE ONLY			OG19-
Date received	Reviewed by OA / date	Reviewed by VPF/ date	Decision:   yes    no
Max Amount Granted	Amount to Reimburse (see Excel sheet for details)		Cheque Requisition #