



University of Manitoba Graduate Students' Association
Local 96 of the Canadian Federation of Students

221 University Centre
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FORM 002 - Special Project Grant / Donation Application (page 1 of 2)

Please read this form and all attached documents before returning the application to the GSA. Please complete all applicable fields. For organizations requesting donations, please indicate the most appropriate contact person in the General Information.

General Information

Name _____ Student # _____

Department _____ Program _____

email _____ phone # _____

(PhD/Master's)

Mailing Address _____

Event / Organization Information

Name _____ Classification _____

(Special Project / Donation)

Date _____ Location _____ Project Type _____

(Individual / Organization / Department)

Financial Support Information

Funding Requested \$ _____

Note: For amounts of \$250 or more, you will be requested to make a presentation to the Finance Committee and Council

Have you requested funding from the GSA before? _____ If yes, when? _____

Have you received funding from the GSA before? _____ If yes, how much? \$ _____

Are you expecting to receive financial assistance from other sources? _____ *If yes, please list all other sources of funding in your event budget*

FOR OFFICE USE ONLY

Received by _____ Date Received _____

Verified the application and supporting documents are complete

FORM 002 - Special Project Grant / Donation Application (page 2 of 2)

Document Checklist

Event Budget

Event Details

Other

Please specify if necessary

Note: Incomplete applications or applications without supporting documents will not be processed. Your application must reach the GSA office before the deadline in an envelope with all supporting documents. **Fax, photocopy, or scanned copies of original application will not be accepted.**

Declaration

I certify that I have carefully read the application and Special Project Grant / Donation guidelines stipulated in GSA Bylaw VI (subsections A and G). I recognize that submission and qualification of this application is subject to these bylaws. I declare that the information contained within this application is correct and accurate. I authorize the GSA to investigate the information provided in this application to assess the qualification for this grant if necessary. Should I receive funds from the GSA, I will acknowledge that I have receive funds.

Signature of the applicant

Date

Signature of the Dept. Councillor or Dept. Head

Date

Instructions for Submitting Form 002 – Special Project Grant/ Donation Application

- 1 Read all documents and associated guidelines (Financial Policy Manual, Article IV, section II: Special Project Grants)
- 2 Complete Form 002 (pages 1 and 2), and prepare all required supporting documents
- 3 Make a copy of these documents for yourself and/or your organization
- 4 Staple the application form and all supporting documents together, with the application form as the first page
- 5 Deposit the application and all supporting documents in an envelope with the following information clearly marked on the envelope:

FORM 002 - Special Project Grant / Donation Application

From: _____
Department Name: _____
Address: _____

- 5 Hand in or mail the application and all supporting documents to the following address:

To: _____, Vice President (Finance)
University of Manitoba Graduate Students' Association
221 University Centre
University of Manitoba
Winnipeg, MB R3T 3Z2

Notes:

- 1 Please read all document and associated guidelines before completing and submitting the application. If the application fails to follow the guidelines, the application will not be qualified.
- 2 Incomplete applications or applications without supporting documents will not be qualified.
- 3 Please keep a copy of the application and all supporting documents for your records.
- 4 Fax, photocopy, or scanned copies of the original filled application will not be accepted.

Status of your Application

Your application will be processed after the next disbursement deadline. Typically, the result of your application will be given within one month. The application processing procedure is as follows:

- 1 All submitted applications will be sorted and checked for completeness. The submitted applications will be reviewed by the Finance Committee at the next available Finance Committee Meeting. You may be requested to attend this meeting to give a presentation. Based on the completeness and qualification of the applications, the Finance Committee will produce a list of approved applications.
- 2 The Finance Committee will present the list of approved applications to the Executive Committee for review and approval.
- 3 The Finance Committee will present the list of approved applications to the GSA Council for review and approval. You may be requested to attend this meeting to give a presentation. Following approval from GSA Council, all applicants will be notified regarding the status of their application.
- 4 Cheques for accepted applications will be issued as per the availability of the funds.

If you have any questions, please contact the Vice President (Finance) at the GSA office at 474-9181

From FINANCIAL POLICY MANUAL: Article IV, Section II: Special Project Grants

II. Special Project Grants

1. The GSA makes funds available for special projects, events or items, which could potentially benefit the graduate student population at the University of Manitoba. By way of example, past projects that received grants in this category include guest speakers, professional development workshops and graduate publications. Special Projects Grants cannot be used for:
 - a. Socials
 - b. Department publicity brochures
 - c. Personal Funding for graduate students
 - d. Travel to events
 - e. Membership dues
2. Applications will be accepted throughout the academic year, but dispersals are limited as follows:
 - a. One-third of the budget for applications received prior to July 17th
 - b. One-third of the budget plus all remaining monies from the first period for applications received by November 17th
 - c. The remaining budget for applications received by March 17th. Applications received after March 17th will not be considered until after Executive changeover (May 1st)
3. All proposals for individual, organization or department grants shall be considered by the Finance Committee if they meet the requirements outlined here and on the Special Project Grants Form (Appendix B). The Committee has the authority to debate each submission and vote on acceptance. Committee members must abstain from voting on grant requests sponsored by themselves or a unit to which they are affiliated.
 - a. Recommendations for grants of \$250 or less will go to council for concurrence without debate.
 - b. Recommendations for grants greater than \$250 will require the applicant to present to Council. Council has the authority to debate each submission and vote on acceptance.
4. General Regulations:
 - a. Applications for grants must be complete or they will not be considered.
 - b. All applications must include a budget that outlines all other sources of revenue and estimated expenses.
 - c. Priority will be given to applications that will benefit the largest number of graduate students. Special consideration will be given to projects of extraordinary merit, to be evaluated by the Finance Committee.
 - d. Recipients are required to provide a final budget within one month of the completion date stated in the application.
 - e. Grants will not cover services already provided at the University.
 - f. The maximum amount obtainable for any project is \$500.00.
 - g. Grants may not be used for departmental operating expenses. The cheques can not be issued directly to the University departmental bank accounts.
 - h. All individuals, organizations or departments receiving funds must acknowledge that they received funding from the GSA in any publications, broadcasts or advertisements arising from that grant.