

FORM 004 - Department Grant Application (page 1 of 2)

Please read this form and all attached documents before returning the application to the UMGSA.

Department Information

Department Name: _____

Mailing Address (U of M):

Payable To: _____
(Name of Bank Account)

Please list executive members within your department who have signing authority over your department's bank account.

Name of Department Executive	Email	Phone #	Position (eg. president, treasurer)

UMGSA Councillor Information

Name of UMGSA Councillor(s)	Email	Phone #	Period of UMGSA Councillor (eg. April 18-19)

FOR OFFICE USE ONLY

Attendance	_____	Approved by VPI _____ Notes:
Council Meeting:	_____	
Committee:	_____	
Committee:	_____	

Number of grad students:

	x \$20.00 =		÷ 2 disbursements =	
Deductions due to Late Application/Absenteeism:				
Total Amount to be Paid:				

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Bank Information (To remain the same every year. If changed, please provide a written explanation.)

Grad Student Group
Bank Account:

Name Bank Account Number

Financial Institution:

Name Phone Number

Address

Requirement Checklist (Please check all requirements that have been fulfilled.)

Council Attendance Internal Committee Participation

UMGSA Internal Committee(s) Served On Attendance (%)

Document Checklist (Spring disbursement only. Please check all that apply.)

Annual Written Report Annual Financial Report/Budget

Other _____

Please specify if necessary.

Note: Incomplete applications or spring disbursement applications without supporting documents will not be processed. Your application must reach the UMGSA office before the deadline with all supporting documents. **Photocopied or scanned copies of the original application will not be accepted.**

Declaration

I certify that I have carefully read the application and Department Grant guidelines stipulated in the UMGSA Governance Operations Manual. I recognize that submission and qualification of this application is subject to these regulations. I declare that the information contained within this application is correct and accurate. I authorize the UMGSA to investigate the information provided in this application to assess the qualification for this grant if necessary.

Signature of Department Councillor Signature of Department Executive (Councillor cannot sign twice).

Date Date

Instructions for Submitting Form 004 - Department Grant Application

1. Read all documents and associated guidelines (Governance and Operations Manual, Article XIII, Section III – see page 4 of this document). If the application fails to follow the guidelines or is incomplete, the application will not be qualified.
2. Complete Form 004 (pages 1 and 2), and prepare all required supporting documents. **Please note that supporting documents, including the annual written and annual financial report, are only required for the spring disbursement.** Spring applications without supporting documents will not be considered.
3. Staple the application form and all supporting documents together, with the application form as the first page. Photocopies or scanned copies of the original filled application will not be accepted.
4. Hand in or mail the application and all supporting documents to the following address:
**University of Manitoba Graduate Students' Association
221 UMSU University Centre, University of Manitoba
Winnipeg, MB R3T 2N2**
5. Please keep a copy of the application and all supporting documents for your records.

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 by the UMGSA Office.
2. Cheques for accepted applications will be issued to the name of the bank account on the application.

Please note that the UMGSA does not reissue stale-dated cheques.

If you have any questions, please contact UMGSA Office Manager at 204-474-9181.

UMGSA Governance and Operations Manual, Article XIII, Section III: Departmental Grants

1. Every departmental graduate students' association, which is represented on UMGSA Council is eligible to apply for a Departmental Grant.
2. Completed Departmental Grant applications (Form 004) must be submitted to the UMGSA office no later than 4:00 pm on the following dates: November 1st to receive the December disbursement and April 1st to receive the April disbursement. Late applicants shall be penalized according to the following guideline:
 - a. Applications one working day late shall be penalized 5%.
 - b. Applications greater than one working day late, but less than five working days late, shall be penalized 10%.
 - c. Applications greater than 5 working days late, but less than one full month late, shall be penalized 25%.
 - d. Applications greater than one full month late shall not be considered.
3. Completed application forms must include the following:
 - a. The departmental association's name as it appears on bank account records.
 - b. The name and address of the bank as it appears on bank account records.
 - c. The account number as it appears on bank account records.
 - d. The names of two officers with signing authority and the signature of the UMGSA departmental representative.
 - e. To qualify for the April disbursement, the departmental representative shall submit the following:
 - i. A report of expenditures and revenue up to March 1st of that fiscal year.
 - ii. A brief annual report of the association's events, activities and other business up to March 1st of that fiscal year.
4. The Departmental Grant is calculated as follows for all departments:
 - a. \$20.00 per academic year for every graduate student paying student organization dues to the UMGSA and belonging to their departmental or program-based association.
 - b. Fifty percent of the calculated Departmental Grant will be disbursed in December, with the remainder to be disbursed in April.
5. Enrollment statistics provided by the Faculty of Graduate Studies are used to determine the number of graduate students in each department. Enrollment figures as of September 30th will be used to calculate a projected fiscal enrollment. January 31st figures will be used as the actual enrollment for the fiscal year.
6. To be eligible to receive a Departmental Grant, a Department's Representative must meet the following requirements:
 - a. The UMGSA departmental representative, or designated proxy, must attend at least three (3) of the five (5) UMGSA Council Meetings held from May to November inclusive, in order to qualify for the December disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
 - b. The UMGSA departmental representative, or designated proxy, must attend at least two (2) of the three (3) UMGSA Council Meetings held from December to March inclusive, in order to qualify for the April disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
 - c. The departmental representative, or designated proxy, must be a member of a standing committee of the UMGSA and attend at least two-thirds (2/3) of the committee's meetings. In the absence of two-thirds (2/3) attendance, the chair of the committee may recommend to consider committee obligations complete if the departmental representative, or proxy, has shown a dedication to the work of the committee. A 25% penalty shall be assessed for failing to meet the committee requirements.
7. Attendance is determined by signature on the attendance sheet available at every Council or General Meeting. The departmental representative, or designated proxy, must sign the attendance sheet to be eligible for a Departmental Grant.
 - a. In the event of additional meetings (e.g., Annual General Meeting, Special General Meetings, Council Retreat) the ratio will be adjusted accordingly.
 - b. Attendance in a meeting is defined as being a minimum presence of 60% of the meeting time.
 - c. In the event of repeated late attendance and/or early departures from meetings, penalties will be assessed on a case-by-case basis by the Vice-President Finance and Administration.