

Form 002 - Special Project Grant Application (Page 1 of 2)

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

APPLICANT INFORMATION

Name: _____ Student Number: _____
 Department: _____ Program: _____
 Student e-mail: _____ Phone #: _____
 Payable to (Student Group): _____

EVENT INFORMATION

Event Name: _____ Date: _____
 Location: _____ Project type: _____

FINANCIAL SUPPORT INFORMATION

Funding requested: _____ *For amounts greater than \$250.00, you will be asked to present to the UMGSA Finance Committee.*

Has your student group requested funding from the UMGSA before? _____ If yes, when? _____

Has your student group received funding from the UMGSA before? _____ If yes, how much? _____

Are you expecting funding from other sources? _____ *If yes, please list the other sources on page 2*

If you are NOT expecting funding from other sources, please explain why: _____

Does your department receive UMGSA funding? _____ *If yes, please explain why the department grant is not enough for this project:*

DOCUMENT CHECKLIST

Annual Written
Report

Annual Financial
Report / Budget

Other _____

If other please specify

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EVENT BUDGET

EXPENSES

Description of Expense	Amount
TOTAL EXPENSES	

FUNDING SOURCES

Sources of Funding	Confirmed?	Amount
TOTAL funding sources		

TOTAL DEFICIT (Total Expenses - Total Funding)

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APPLICANT DECLARATION

I certify that I have carefully read the application and Article XIII, section II of the UMGSA Governance and Operations Manual. I recognize that submission and qualification of this application is subject to the UMGSA Bylaws. 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. Should my application be approved, I will acknowledge the support of the UMGSA.

Applicant Signature

Date

Department Councillor Signature

Date

UMGSA APPROVAL (FOR OFFICE USE ONLY)

\$ Amount Approved

VPFA Signature

Date

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This page is for your reference only, please do not include in your submitted application

APPLICATION INSTRUCTIONS

1. Read all documents and associated guidelines (Governance & Operations Manual, Article XIII, Section II, Special Project Grants)
2. Complete this form and prepare all required supporting documents, including a written description of the event and a budget outlining the sources of funding. Incomplete applications with missing documents will not be accepted.
3. Make a copy of these documents for yourself and/or your organization
4. Merge or staple the supporting documents together with the application form as the first page.
5. Submit the application and all supporting documents to either:
 - i. The UMGSA Office: 221 UMSU University Centre, 65 Chancellors Circle, University of Manitoba, Winnipeg, MB, R3T 2N2.
 - ii. Or via e-mail to vpfa@umgsa.org and cc.gsa@umgsa.org

STATUS OF YOUR APPLICATION

Your application will be processed after the next disbursement deadline. Typically the result of your application will be provided 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.
2. 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.
3. Cheques for accepted applications will be issued as per the availability of the funds.

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

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This page is for your reference only. Please read the policy before submitting your application.

SECTION OF THE UMGSA GOVERNANCE & OPERATIONS MANUAL RELATING TO SPECIAL PROJECT GRANTS

Article XIII. Grants and Awards, Section II. Special Project Grants

1. The UMGSA makes funds equitably available for special projects and events which could potentially benefit a large number of the graduate student population at the University of Manitoba. These may include but are not limited to expenses related to hosting guest speakers, professional development workshops and graduate publications. Additionally, the UMGSA is an event sponsor as a funding contingency for special projects. 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 year by the Finance Committee of the UMGSA and be reviewed as follows:
 - a. Applications with proposals must be received no later than (1) week prior to the Finance Committee Meeting
 - b. In situations where the Finance Committee lacks quorum, the Special Projects Grants will be put forth to Council at the next scheduled UMGSA Council Meeting.
 - c. All applications must be received within four (4) months of the special project event.
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. 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. Any application that does not comply with the rules outlined in the Financial Policy Section will be rejected, with opportunity given to resubmit a compliant application to the Finance Committee.
 - a. Special Project Grants of \$250.00 or less must submit all documents but will not be required to present to the Finance Committee.
 - b. Recommendation for grants greater than \$250.00 will require the applicant to present to the Finance Committee.
 - c. The Finance Committee will formally approve Special Project grants of \$500 or less without presentations to Council
4. General Regulations:
 - a. Applications for grants must be complete or they will not be considered.
 - b. All applications with their proposals 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 University departmental operating expenses. The cheques can only be issued directly to a University UMGSA-departmental bank account or a graduate student affiliated group bank account.
 - h. All individuals, organizations or departments receiving funds must acknowledge that they received funding from the UMGSA in any publications, broadcasts or advertisements arising from that grant.
 - i. Recipients of special project grants are required to send a brief report of the event to the Vice-President Finance and Administration within one (1) month of the event, to be included in the Vice-President Finance and Administration's next report to Council.
 - j. The VPFA will request reports from Recipients within one month of the event, which will be included in the VPFA's next report to Council
 - k. The UMGSA will not use student funds for donations to external organizations but will help facilitate requests for fundraising.
 - l. In unique situations, such as the death of a UMGSA student, the UMGSA Executive may decide on a donation, of no more than \$250.00 CAD, on behalf of the UMGSA. Donations of up to a maximum of \$500 may be recommended to Council for approval.