



**University of Manitoba Graduate Students' Association**  
 Local 96 of the Canadian Federation of Students  
 221 University Centre  
 University of Manitoba  
 Winnipeg, MB, Canada R3T 2N2  
 Tel: 1 (204) 474-9181  
 Fax: 1 (204)-474-7560  
 www.umgsa.ca

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

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

### Department Information

Department Name \_\_\_\_\_

Mailing Address (U of M) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Website (if applicable) \_\_\_\_\_

Please list executive members within your department who have signing authority over your department's bank account (eg. President, etc)

Name of Department Executive	email	phone #	Position (eg. president, treasurer)

### GSA Councillor Information

Name of GSA Councillor(s)	email	phone #	Period of GSA Councillor (eg. April 05-06)

### FOR OFFICE USE ONLY

<b>Attendance</b>		_____ <b>Approved by VPI</b>
Council Meetings:		<b>Notes:</b>  
Committees:		

FT                      PT  
 [ ]                      [ ]                      =                      [ ]                      +                      [ ]                      =                      [ ]

**Deductions due to Absenteeism/Late Application:**                      -                      [ ]

**Total Amount to be Paid:**                      =                      [ ]

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

## Bank Information

Department 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

Committee(s) served on

Position

% attendance

Committee(s) served on	Position	% attendance
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Document Checklist

please check all that apply (spring disbursement only)

Annual Report

Annual Financial Report / Budget

Expense Receipts

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 Department Grant guidelines stipulated in GSA Bylaw VI (subsection C). 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.

Signature of Department Councillor

Signature of Department President

Date

Date

### **Instructions for Submitting Form 004 - Department Grant Application**

- 1 Read all documents and associated guidelines (Financial Policy Manual, Article IV, section III)
- 2 Complete Form 004 (pages 1 and 2), and prepare all required supporting documents
- 3 Staple the application form and all supporting documents together, with the application form as the first page
- 4 Deposit the application and all supporting documents in an envelope with the following information clearly marked on the envelope:

#### **FORM 004 - Department Grant Application**

**From: Department Name: GSA Councillor Attendance at GSA Council: Department 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. 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. 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***

### ***Financial Policy Manual, Article IV, Section III: Departmental Grants***

#### **III. Departmental Grants**

1. Every departmental graduate students' association which is represented on GSA Council is eligible to apply for a Departmental Grant.
2. Completed Departmental Grant applications (Form 004) must be submitted to the GSA office no later than 4:00 pm on the following dates: **November 1st** to receive the December disbursement and **April 1st** to receive the May disbursements. Late applicants shall be penalized according to the following guideline:
  - a. Applications one working day late shall be penalized 5%
  - b. Applications greater then one working day late, but less then five working days late, shall be penalized 10%
  - c. Applications 5 working days late or more, but less than one full month late, shall be penalized 25%
  - d. Applications one full month or more 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 GSA departmental representative.
  - e. To qualify for the May disbursement, the departmental councilor shall submit the following together with the application form by April 1<sup>st</sup> :
    - i. A report of expenditures and revenue up to March 1<sup>st</sup> of that fiscal year.
    - ii. A brief annual report of the association's events, activities and other business up to March 1<sup>st</sup> of that fiscal year.
4. The Departmental Grant is calculated as follows for departments situated on the Fort Garry Campus and Health Sciences Campus:
  - a. \$10.00 per academic year for every graduate student paying full-time student organization dues to the GSA and belonging to the departmental association.
  - b. \$5.00 per academic year for every graduate student paying part-time student organization dues to the GSA and belonging to the departmental association.
  - c. Fifty percent of the calculated Departmental Grant will be disbursed in December, with the remainder to be disbursed in May.
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 30<sup>th</sup> will be used to calculate a projected fiscal enrollment: January 31<sup>st</sup> 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 GSA Departmental Representative, or designated proxy, must attend the two (2) GSA Council Meetings held in September and November inclusive, in order to qualify for the December disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
  - b. The GSA Departmental Representative, or designated proxy, must attend at least three (3) of the four (4) GSA Council Meetings held from December to March inclusive, in order to qualify for the May 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 Association and attend at least two-thirds (2/3) of 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 per disbursement 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.
8. It is the responsibility of the department representative to pick up departmental grant cheque after receiving the notification from the GSA office.