



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

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 (Bylaw VI Subsections A and G)
- 2 Complete Form 002 (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 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.

BYLAW VI (SUBSECTION A) — SPECIAL PROJECT GRANT GUIDELINES PERTAINING TO BYLAW VI

1. The GSA makes funds available for special projects, events or items, which could potentially benefit the entire 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 will not cover:
 - a. Socials.
 - b. Department publicity brochures.
 - c. Personal Funding for graduate students.
 - d. Travel to event.
 - e. Membership dues.

2. Completed applications (Form 002) must be submitted to the GSA office no later than 4:00 p.m. on the following dates:
 - a. July 17th — to be considered during the August Finance Committee meeting.
 - b. November 17th — to be considered during the January Finance Committee meeting.
 - c. March 17th — to be considered during the April Finance Committee meeting.Late applications will not be considered.

3. Funds designated for each of the above granting periods shall be equal to one-third of the annual amount budgeted to Special Project Grants. The Committee reserves the right to recommend increasing or decreasing the total grant allocation for any specific granting period. Monies allocated in the Annual Budget to the Special Project Grants Line Item (Budget Line Item GR-04.0) are carried forward until all funds are disbursed.

4. Proposals for individual, organization or department grants that are under \$250 will be considered by the Finance Committee if they meet the guidelines on Form 002. 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. The Committee grants recommendations for awards less than \$250 will be presented to Council for concurrence without debate.

5. Proposals for individual, organization or department grants that exceed \$250 shall be invited by the Finance Committee to present their proposal to Council if they meet the guidelines on Form 002. Council has the authority to debate each submission and vote on acceptance. Council and Committee members must abstain from voting on grant requests sponsored by themselves or a unit to which they are affiliated.

6. 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. However, special consideration will be given to projects of extraordinary merit.
- d. Recipients are required to provide receipts and return unused funds 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.
- 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.

7. Lecture Grants are intended to support lectures, seminars and workshops that are of interest to graduate students. Lecture grants can be used to cover the following:

- a. Transportation/accommodation for guest speakers
- b. Honoraria for Speakers:
 - i. Speakers making presentations in the department they are affiliated with cannot collect honoraria.
 - ii. Honoraria for speakers from the University of Manitoba or affiliated Colleges is limited to \$25.00.
 - iii. Members of the group applying for a grant are not eligible to collect honoraria.
- c. Normal coffee break material (excluding alcoholic beverages)
- d. Publicity Expense.
- e. Expenses of publishing proceedings.
- f. Workshop materials.

8. Sport Grants are intended to support sporting activities that are of interest to graduate students and that are open to all graduate students. It is expected that the participants should defray a reasonable portion of the costs. These grants will not include such items:

- a. Social events
- b. Honoraria or payments to participants or members of the group applying for the grant. This does not include trophies.

BYLAW VI (SUBSECTION G) — DONATION GUIDELINES PERTAINING TO BYLAW VI (6G-27-10-99)

1. The GSA makes funds available in the form of donations to organizations providing services or conducting projects or events that could benefit graduate students at the University of Manitoba. Such organizations do not need to be run by graduate students, but the reason for the requested donation must provide some kind of benefit, advantage, or useful information for graduate students, but this benefit, advantage, or useful information is not required to be limited to graduate students only. By way of example, past projects that received donations include academic ethics awareness programs, on campus daycare, and orientation events for international students. Donations will not be granted for the following:
 - a. Socials.
 - b. Departmental publicity brochures.
 - c. Personal funding for individual graduate students.
 - d. Travel for an individual to an event.
 - e. Membership dues.
2. Completed application forms must be submitted to the GSA office no later than 4:00 p.m. on the following dates:
 - a. July 17th — to be considered during the May Finance Committee meeting.
 - b. November 17th — to be considered during the September Finance Committee meeting.
 - c. March 17th — to be considered during the January Finance Committee meeting.

Applications sent by post and which are postmarked later than the deadline of the upcoming Finance Committee meeting will not be considered. Late applications will not be considered.
3. Funds designated for each of the above granting periods shall be equal to one third of the annual amount budgeted to Donations. The Committee reserves the right to recommend to increase or to decrease the total grant allocation for any specific granting period. Monies allocated in the Annual Budget to the Donations Line Item are carried forward until all funds are disbursed.
4. Proposals for donations that are under \$250 will be considered by the Finance Committee if they meet the guidelines on the Donations application 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 him or her or an organization to which they are affiliated. The Committee recommendations for donations less than \$250 will be presented to council for concurrence without debate.
5. Proposals for donations that exceed \$250 may be invited by the Finance Committee to present their proposal to Council if they meet the guidelines on the Donations application form. Council has the authority to debate each submission and vote on acceptance, whether or not a presentation is made. Council and Committee members must abstain from voting on donation requests sponsored by her or him or an organization to which she or he is affiliate.

6. General Regulations

- a. Applications for Donations must be complete or they will not be considered.
- b. Priority will be given to applications that will benefit the largest number of graduate students. However, special consideration will be given to projects of extraordinary merit and/or innovation.
- c. Recipients are required to provide a receipt.
- d. The maximum amount of any donation shall be \$1,000.
- e. All organizations, departments, or units receiving funds must acknowledge that they received funding from the GSA in any publications, broadcasts, or advertisements arising from this donation.