



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

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FROM 003 - Conference Grant Application (Page 1 of 2)

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

Student Information

Name: _____ Student #: _____

Department: _____ Program: _____

Email: _____ Phone #: _____

Mailing Address (U of M): _____

Conference Information

Location: _____ Date: _____

Attending Presenting

Financial Information

Have you applied for a GSA Conference Grant before? _____ If yes, when? _____

Are you expecting to financial assistance from other sources? _____

(If yes, please list all other sources of funding in your travel budget)

Document Checklist

- Travel Budget
- Travel Receipts
- Copy of Boarding Passes
- Other Receipts
- Conference Registration Confirmation
- Conference Presentation Confirmation
- Other

Note:

- 1. Incomplete applications or applications without supporting documents will not be processed.**
- 2. Please submit your application after you return from the conference with all of your receipts attached.**

Declaration

I certify that I have carefully read the application and Conference Grant guidelines stipulated in the GSA Financial Policy Manual (Policy II). I recognize that submission and qualification of this application is subject to the Conference Grant Policy. 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 Applicant

Date

GSA Approval Signature

Date

GSA Form 003: Effective March 5, 2008
POLICY II — CONFERENCE GRANT

Preamble: The GSA through the Finance Committee will make funds available to University of Manitoba graduate students wishing to attend or present at conferences but who do not have adequate resources to do so. Conference grants may not be used for purposes other than the attendance of a conference or procurement of necessary documents to do so. Conferences should be appropriate as per the student's course of study.

1. General Regulations:

- a. All members of the Graduate Students Association are eligible to apply.
- b. Applications must be complete or they will not be considered. Complete applications must include:
 - i. Completed Conference Grant application form.
 - ii. A copy of conference registration or similar correspondence.
 - iii. A budget which outlines all other sources of revenue and estimated expenses. Copies of receipts substantiating the costs outlined must be submitted (e.g. registration costs, air fare, boarding passes, car rental, hotel expenses).
 - ix. A per diem for \$40 shall be considered for each day of travel and attendance at the conference.
 - x. Those applying for a presentation grant must provide documentation to prove a presentation has taken place. This may include a copy of the conference program, with the applicant's name listed as a presenter, or a letter from the conference organizer.
- c. The maximum award is as follows:
 1. \$350.00 for those giving presentations in conferences outside Winnipeg.
 2. \$250.00 for those attending conferences outside Winnipeg.
 3. \$75.00 for those students giving presentations at conferences in Winnipeg.
 4. \$50.00 for those students attending conferences in Winnipeg.
- d. The award granted may not exceed demonstrated need.
- e. No member of the GSA may receive conference grant(s) totaling in excess of \$350.00 between May 1 and April 30. This would imply that multiple applications from one member could be successful, but the total amount cannot exceed \$350.00 in said year.
- f. The Committee reserves the right to investigate in order to verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.

2. Priority for awards will be

- a. Students who are PRESENTING/GIVING papers who do not have access to any departmental or outside resources.
- b. Students who are ATTENDING conferences who do not have access to outside resources.

3. Conference Grants shall be reviewed at each meeting of the Finance Committee. The Finance Committee is empowered by Council to approve grants in accordance with the budget of the Association.

4. A list of successful applicants shall be provided to Council for information at the September, January and April meetings of council. The list provided shall include the following:

1. Applicants name
2. Applicants home department
3. The value of the grant
4. The date the application was approved