



UTGSU

University of Toronto Graduate Students' Union
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2017-2018 SPECIAL GRANT EVALUATION FORM- PAGE 1 of 2

Course Union Name:

Special Grant Amount Received: \$ _____

Project Name:

Date of Project: _____

Number of People Who Attended: _____

Attendance Breakdown: Students _____ Faculty _____ Others _____

Describe Your Project

Was your project successful? Why or why not? Include factors such as location, time of year, type of activity, funding, publicity, participation, invited guests/speakers, etc.

Would you recommend for your course union to organize this type of project again? How can this project be improved?

Other comments:

Please photocopy this form once completed and keep it in your course union's files to help future executive members plan special projects. Email or send this form to the UTGSU Membership & Advocacy Coordinator at membership@utgsu.ca or 16 Bancroft Avenue immediately after your project is completed. This completed form must be on file at the UTGSU in order for your course union to be eligible to receive another Special Grant next year.

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Final Project Budget – please attach a sheet if you need additional space.

Revenue	
UTGSU Special Grant	\$
Registration Fees (if any)	\$
Other Funding:	
Department	\$
SGS	\$
Donations	\$
Other (please list)	\$
Total Revenue:	\$
Expenditures	
Food	\$
Drinks	\$
Publicity: posters, advertising, etc.	\$
Room Rental Fee	\$
Printing: paper/tickets, etc.	\$
Supplies	\$
Accommodation	\$
Transportation	\$
Other (please list)	\$
Total Expenditures:	\$
Balance (Total Revenue – Total Expenditures):	\$

Additional Information and Comments:

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