



2018-2019 UTGSU CONFERENCE & ACADEMIC ENGAGEMENT GRANT

FALL 2018 DEADLINE: Monday November 26, 2018 at NOON

SPRING 2019 DEADLINE: Monday March 4, 2019 at NOON

Email: membership@utgsu.ca

Website: www.utgsu.ca

The University of Toronto Graduate Students' Union (UTGSU) offers a limited amount of funding annually in order to support conferences, workshops, or other academic events **organized by graduate students at U of T**. The purpose of this Grant is to foster collective or co-operative work amongst graduate students within or across disciplines. **UTGSU does not fund individuals or groups who wish to attend or present work at academic conferences here or abroad.**

- **UTGSU will NOT be the *sole* or *major* funding body for any conference, workshop, or other academic event.**
- Organizers are required to ensure a **high level of graduate student participation**, both in the organizing of the academic event and in attendance. The topic or theme of the conference or academic event must have direct relevance to graduate students in a given discipline(s).
- Organizers are required to demonstrate an effort to advertise the conference—and advertise a call for papers, posters, and projects where applicable—to graduate students throughout the University of Toronto.
- Ensuring graduate student participation means instituting free or low registration fees for graduate students or otherwise making the event accessible. As a way to foster graduate student participation, *and as an incentive for funding approval*, the UTGSU recommends suggesting to funding bodies, particularly departments, that graduate students enrolled in their programs will receive registration fee waivers and/or subsidies.
- Generally, UTGSU will not fund more than one academic event per academic year hosted by any one department, association, course union, or group of students. Preference may be given to departments applying for the first time and for larger conferences. Applicants are not guaranteed to receive the full amount requested. A minimum of 60% of all funds available will be allocated to funding conferences.
- Though the amount of funding is determined annually and limited by the amount budgeted, the **maximum grant for any one academic event is \$600.00**. The amount of money provided to each event is dependent upon the number of disciplines and/or the number of students the conference is likely to interest. **Course unions for other disciplines that will be participating should provide funding.**

THE APPLICATION PROCESS:

- Application for the Grant will be submitted to the Finance Committee twice a year, in fall and winter. Finance Committee decisions will be presented at January and April General Council Meetings for approval.
- The applicant(s) should have some official connection to the course union or have the application endorsed by the course union. The organizing course union must contribute financially to the academic event.
- In order to be considered for a UTGSU Conference & Academic Engagement Grant, applications must include:
 - A covering letter explaining the rationale and significance of the academic event, as well as an indication of the number of graduate students and disciplines that may participate.
 - A full budget, including all anticipated costs and sources of funding (SSHRC, departments, student initiative fund. etc.). You must include the costs of registration for different groups (i.e. faculty, industry, students, etc.).
 - An endorsement letter from your departmental course union (AKA departmental student association).

UTGSU Conference & Academic Engagement Grant Application 2018-2019

Please Print

1.	Event Title:	<input type="text"/>
2.	Event Date(s):	<input type="text"/>
3.	Organizers' Information:	
	a. Name(s)	<input type="text"/>
	b. Department Address	<input type="text"/>
	c. Email	<input type="text"/>
	d. Phone	<input type="text"/>
4.	Cheque Issued to:	<input type="text"/>
		(must be either the Conference/Event's or Course Union's bank account)
5.	Amount Requested:	<input type="text" value="\$"/>
6.	COURSE UNION FUNDING (mandatory):	Subsidized Student Registration?
	<input type="text" value="\$"/>	YES___ NO___

Checklist: All documents below must be included in your application. Incomplete applications will not be accepted.

Mandatory:

- Letter:** Please attach a detailed letter describing the academic event.
- Budget:** Please attach a sheet which includes a detailed list of funders and amounts, the amount that the course union will be contributing, and potential expenses. Use an income/expenses model, not text.
- Course Union Endorsement:** The course union must provide a letter of support, and financially support the conference or academic event.
- 2017-2018 Evaluation:** Please submit an evaluation & final budget if you received a UTGSU Grant last year.

Optional:

- Letters of Support:** If other course unions are planning on attending your conference or academic event, please provide letters of support from them (printed emails are acceptable).

PLEASE SUBMIT COMPLETED APPLICATION FORMS IN ONE OF THE FOLLOWING WAYS BY THE DEADLINE:

- DROP OFF AT UTGSU OFFICE DURING OFFICE HOURS – 16 BANCROFT AVENUE
- DROP OFF TO UTGSU STAFF MEMBER AT A COUNCIL MEETING
- USE A SCANNER TO CREATE A HIGH RESOLUTION PDF – NO OTHER FILE TYPE WILL BE ACCEPTED
- SEND HARDCOPY VIA INTER-OFFICE CAMPUS MAIL – FAXES WILL NOT BE ACCEPTED

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Cheques will be available on January 22 for November applicants and on April 1 for March applicants

* Please note that any replacement cheques (lost or stale-dated) will be subject to a \$20 bank fee.