



2018-2019 UTGSU SPECIAL GRANT

Please read carefully!

Special Grants are one-time annual grants available only to small course unions (100 full time equivalent members and under). Any project must be aimed at the entire graduate student population in the department and cannot cater to only one segment of the membership. We encourage the involvement of part time students. Please note: if faculty members are to be included in or invited to your event/project, you must also include them in your financial arrangements, or, at the very least, you must attempt to solicit funds from them. **Maximum Grant: \$200.**

ELIGIBILITY:

1. New course unions take precedence over well-established course unions
2. Must be a small course union (100 full time equivalent members and under)

The following activities are listed in terms of priority:

1. The organizational expenses and projects of small and/or new course unions.
2. Teaching seminars, colloquia, seminars, course evaluations, or any other activity that would help to increase the quality of teaching in the departments, as well as events that are of interest and concern to students.
3. Circulating information and gathering information within the department. Costs associated with distributing student directories, newsletters, surveys on student funding, changes in curriculum, or policy changes within your department.
4. Academically-related cultural events such as films, plays, dance presentations, etc.
5. Participation as a co-ed group in athletic events & activities (i.e. fees for fielding a summer co-ed softball or soccer team, purchase of equipment for that team). **Maximum: \$100**
6. Under exceptional circumstances (to be pleaded by the course union), applications for parties & receptions may be considered, and if funded, only to a maximum of \$3 per full-time equivalent or \$100, whichever is less.

For additional information and help when applying for a Special Grant, or to inquire if your project falls within the guidelines please email membership@utgsu.ca. There are always special circumstances and situations, which the Finance Committee will be pleased to consider.

DEADLINE FOR 2018-2019 APPLICATIONS: Monday, November 26, 2018 at NOON.

Please submit this form at the UTGSU office, scan & email to membership@utgsu.ca, put in campus mail, or give to staff at a Council meeting.

INFORMATION REQUIRED:

1. Application Form - available from UTGSU website
2. Projected budget for the special event or project being organized
3. If a special grant was received in the 2017-2018 year, all evaluation forms must be on file

Graduate Students' Union Special Grant Application 2018-2019

For small course unions only. Must have an enrollment of 100 full time equivalent and under. Please photocopy this application for your own files.

Please Print

1.	Name of Course Union	<input type="text"/>
2.	Contact Information:	
	a. Name(s)	<input type="text"/>
	b. Departmental Address	<input type="text"/>
	c. E-mail	<input type="text"/>
	d. Phone	<input type="text"/>
3.	Cheque Issued to:	<input type="text"/>
		(must be the Course Union's Bank Account, not an individual)
4.	Amount Requested (max \$200)	<input type="text"/>

Checklist: Ensure all documents below are included in your application. Incomplete applications will not be accepted.

Mandatory:

- Letter:** Please attach a detailed letter describing the special project
- Budget:** Please attach a sheet which includes detailed list of funders and amount, the amount that the course union will be contributing (if any), and potential expenses. Use an income/expenses model (not text).
- 2017-2018 Evaluation:** Please submit an evaluation form if you received a special grant last year. Evaluation forms are online.

President's Signature

Name (print)

Treasurer's Signature

Name (print)

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
- SCAN FORM TO CREATE A HIGH RESOLUTION PDF, EMAIL MEMBERSHIP@UTGSU.CA – NO OTHER FILE TYPE WILL BE ACCEPTED
- SEND HARDCOPY VIA INTER-OFFICE CAMPUS MAIL – FAXES WILL NOT BE ACCEPTED

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