



**University of Toronto Graduate Students' Union
2021-2022 Course Union Head Grant Application Form**

The UTGSU distributes Head Grants annually to UTGSU recognized course unions. These are distributed in two installments – a fall installment and a winter installment. Fall installment cheques (provided that a Course Union Head Grant Form has been submitted by October 15) will be mailed beginning at the end of October. Winter installment cheques will be available beginning at the end of March. The Head Grant application form must be complete and have an accurate financial statement of the previous year to receive your course union head grant cheques.

COMPLETING THE HEAD GRANT APPLICATION

Part 1: Course Union Information Form

This is basic information we need about your course union. It is imperative to provide an updated list of the course union executive, along with recent contact information. Please ensure the email addresses given are checked regularly, as this is our main method of contact.

Part 2: Signing Authority

Please ensure that you provide the correct banking information for our files. Head Grant cheques will be made payable to the name on the course union's bank account and not to any individual officer.

Part 3: Financial Statement

The financial statement is extremely important. Please take your time to fill this out accurately. Discrepancies will result in a delay of your Head Grant cheque. Before you begin to complete the financial portion, consult your bank statements, financial records, and last year's Head Grant application. Your '2020-2021 Starting Balance' should match last year's form. Important to note about this financial statement:

Year-End: The year-end date is chosen by your course union and should be noted in your constitution. Your year-end should be consistent, and changing it will result in requiring more financial information from you.

The financial statement should be a statement of exactly one year, and is directly based on your year-end. If your year-end is August, then the financial statement should be for revenue gained and expenses incurred between the period of September 1, 2020 and August 31, 2021.

How to Complete the Financial Statement:

- A.** Starting balance of the previous year. This should correspond to your year-end and should be what your bank statement says. This amount must correspond to line E from last year's Head Grant statement.
- B.** Subtotal of income for the year, including the two Head Grant cheques. If the Head Grant cheques were not cashed within the fiscal year, DO NOT include them. Attach a note explaining that they were cashed after your year-end.



- C. Add line A (2020-2021 Starting Balance) and line B (2020-2021 Subtotal Income).
- D. Add up and enter your Total Expenses for 2020-2021. Attach an additional sheet if necessary.
- E. Line C (Income) minus Line D (Total Expenses). This is now the 2021-2022 starting balance. This should also match your bank statement's starting balance for the year.

HEAD GRANT FUNDING POLICIES AND IMPORTANT DATES

Receiving the fall installment of the Head Grant requires course unions to submit their Head Grant application on time and attendance at a course unions orientation. Receiving the winter installment is based on course union attendance at Council meetings during the academic year. Please note that it is against UTGSU Policy to use head grants to pay for honoraria for course union executives or anyone else who holds official Office within your course union.

Fall Head Grant Installment Amount received is based on the submission of a head grant application form and on attendance of two representatives at a UTGSU course union orientation event. The two members must consist of one Course Union Representative on the UTGSU's General Council, and one Course Union president, co-president, treasurer, or equivalent. Your Head Grant application form should be submitted to the UTGSU as soon as possible:

- a) Applications submitted on or prior to January 1st will get 100% of fall installment
- b) Applications submitted between January 1st and April 15th will get 50% of fall installment
- c) Applications submitted after April 15th will get 0% of fall installment

Winter Head Grant Installment Amount received is based on submitting a Head Grant application form and course union attendance at monthly UTGSU Council meetings:

- a) Course unions attending 4 or more of the first 6 meetings receive 100% of winter installment
- b) Course unions attending 3 of the first 6 meetings receive 50% of winter installment
- c) Course unions attending 2 or fewer of the first 6 meetings receive 0% of winter installment

You must keep a photocopy of your completed head grant form for your course union's files.

If you have any questions, please contact the UTGSU Finance Commissioner at finance@utgsu.ca

PLEASE SUBMIT COMPLETED AND SIGNED APPLICATION FORMS AS FOLLOWS:

- **USE A SCANNER TO CREATE A HIGH-RESOLUTION PDF* AND EMAIL THE FILE TO grants@utgsu.ca**
- * NO OTHER FILE TYPE WILL BE ACCEPTED**

Note: Any replacement cheques issued (lost or stale-dated) will be subject to a \$20 bank fee.



Part 1 of 3: Course Union Information Form

OFFICIAL NAME OF COURSE UNION (name listed on your constitution)

NAME OF DEPARTMENT/CENTRE/INSTITUTE

DEPARTMENT ADDRESS

COURSE UNION EMAIL (if applicable)

Further Information:

Date(s) of course union elections:

Has the most recent copy of your course union constitution been submitted to the UTGSU? Yes No

Does your Course Union levy its own fee? Yes Fee per year: _____ No

If you have a course union website, please provide the URL:

Please fill out the following table with the contact information of your course union executive. If you require more space you may attach an additional sheet. Please Indicate which individuals are also UTGSU Council Representatives.

Full Name	Position/Title	Email Address



Part 2 of 3: Signing Authority

The below information **MUST** be on file in case course union records are lost; course unions will then still have access to their accounts by checking with UTGSU.

OFFICIAL COURSE UNION BANK ACCOUNT NAME (where cheques should be payable to)

NAME OF BANK OR CREDIT UNION

BANK ACCOUNT NUMBER

BANK ADDRESS



This form is to be signed by the duly authorized signing officers of the course union (usually the President and Treasurer).

Date: _____

Name: _____

Signature: _____

Position: _____

Date: _____

Name: _____

Signature: _____

Position: _____

Part 3 of 3: Financial Statement

In which SGS division is your course union?
 (programs by division can be found at: <https://sgs.calendar.utoronto.ca/divisional-structure-view>)

Division 1: Humanities

Division 3: Physical Sciences

Division 2: Social Sciences

Division 4: Life Sciences

Course union fiscal year (i.e., Sept 1st – Aug 31st): _____

2020 starting balance

			\$	A
DATE	DETAILS	INCOME		
(DD/MM/YY)	(please list other income)	(\$)		
	1 st UTGSU Head Grant			



Total Expenses			\$	D
2021 STARTING BALANCE (C – D)				
			\$	E

Please sign below to confirm the contents of this form are accurate:

President:

Treasurer:

 NAME

 NAME

 SIGNATURE

 SIGNATURE

 DATE (DD/MM/YY)

 DATE (DD/MM/YY)

If Head Grant cheques are to be mailed out, please indicate who the cheques should be mailed to (the person who will deposit the cheque, usually president or treasurer):

Name:
 Street number and name:
 Province:
 Postal Code:

Please inform membership@utgsu.ca if the mailing address or cheque recipient changes during the academic year.