

UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY
Department Grant Application



Date:

Amount requested (see Section B for details):

- I am applying for social activities (max \$200)
- I am applying for academic activities (max \$300)
- I am applying for a combination of social and academic activities (max \$500)
- I am applying for additional funds after January 1 (max \$200 above the \$500 limit)

Department or Academic Unit:

SECTION A: Applicant information

Graduate student contact (event organizer):
Name: **Email:** **Phone:**

Graduate rep for the department or Academic unit
Name: **Email:** **Phone:**

If the department graduate secretary will deposit these funds to UVIC accounts, or help manage these funds, please also provide their contact information:
Name: **Email:** **Phone:**

Please provide names and signatures of three graduate students in the department or academic unit who support this application. [If this grant is for distance graduate program, emails to gssmgr@uvic.ca can substitute for signatures].

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

----- **FOR GSS USE ONLY** -----

GSS APPROVAL STAMP AMOUNT APPROVED: \$ _____

PAYEE: _____

SECTION B: Rules and criteria

1. The activity receiving funding is being organized by and for graduate students.
2. Events will be free for graduate students to attend.
3. Events will be accessible to people with disabilities.
4. Food may be purchased for either academic or social activities.
5. Approval of a department grant does not automatically guarantee a booking at the Grad House or Grad Centre. Please contact 250-472-4543 to arrange for event bookings in the Grad Centre.
6. Adequate notice of the event will be provided for the event, and credit will be given to the GSS for the contribution made to the activity.
7. The funds from the GSS will not be used to purchase alcohol. Should any funds remain once this activity is complete, it is the responsibility of the graduate representative to allocate these funds to activities that meet these criteria and the spirit of GSS department grant funding.
8. The fiscal year for GSS department grant is April 1 – March 31. A department may apply for up to \$500 between April 1 and December 31. A department that has received funding may apply for additional \$200 funding after December 31, if funds are available.
9. Departments are encouraged to work with each other for large events, but each department must submit a separate application.
10. If your event will be held early in the grant cycle (April to mid-may), you may apply in March for funding. If funds remain in the fiscal year that is ending, a grant may be issued without impacting funding limits in the coming year.
11. If you are not a recognized Department Academic Unit, please contact the GSS about your options.
12. The goal of the GSS department grant is to fund activities organized by GSS members. If you have questions, please contact the GSS for more information---we want to help you access this fund!

SECTION C: Proposed use of the Grant

Describe, in 1-2 paragraphs, the activities for which the grant will be used. If necessary, attach additional materials.

SECTION D: Budget

Please provide a short budget for the event:

SECTION E: Preferred method of payment:

- Issue a cheque and send it to my department secretary to be deposited to a UVIC account.
- Issue a Grad House gift card and email the organizer when it is ready for pick up.
- Issue a cheque to my Graduate Student Organization [NB Must be to an organizational account with two signers, not a personal account].

For student organization, make the cheque out to:

SECTION F: Where to submit

Please fill all sections and submit the form to the GSS General office (room 102 of the Halpern "Grad Centre").
Fax to 250-721-6137 or submit by email to gssmgr@uvic.ca.