



Special Project Grant Application

Important: See General Criteria for application

Version: December, 2016

Name of Primary Applicant:	Name of society/organization/academic unit:
Position or title:	Number of graduate students represented:
Local Address of Primary Applicant:	Society/organization/academic unit and email:
Applicant's email AND phone number:	Number of students participating:
Has this group applied for funding previously in the past two years – and if so, when (MM/YY)? Is this group: Ratified or Recognized?	

Title of Event/Project:
Date of Event/Project:
Please provide us with a detailed description of the Event/Project below: _____ _____ _____ _____ _____ _____

Please provide us with a detailed budget for the project in the space below, including funds deriving from membership fees, other organizations, sponsorships, academic units, etc., with a final estimate of funds requested from the GSU. **Please attach letter(s) from your academic department and/or university sponsors (i.e. – School of Graduate Studies) to confirm any sources of funding outside of the GSU. If the project incorporates undergraduate students, please attach a similar confirmation letter from MUNSU:**

Please provide any additional information pertinent to the grant application in the space below or feel free to attach additional information to the application:

Total number of receipts included in application (please number the receipts sequentially):

Total amount (monetary) of (all) receipts:

DECLARATION:

This application must be signed by the Chief Executive Officer or Head of the Organization who will accept overall responsibility for any grant that may be awarded. All unused funds must be returned to the Graduate Students' Union. All cheques will be issued in the name of the society and all applicants must have a bank account in that name in order to process the funds awarded.

Submissions will be examined on an individual basis. Grants are not guaranteed and typically do not exceed \$500.00 for recognized groups or \$750.00 for ratified societies. Amounts for funding will be at the discretion of the Finance Committee of the Graduate Students' Union.

*I confirm that I have read the application criteria and that, if granted, funds will be used exclusively to carry out work as described in the application and within the period stated. I recognize that the GSU only gives funding **retroactively** to the proposed project/event.*

*I confirm that I will be accountable to the Graduate Students' Union for the agreed use of funds, will submit **original** receipts, as well as a final report at the end of the project, if requested by the Finance Committee.*

Signature

Date of submission

