**Applications must be fully complete and contain a budget including an itemized listing of revenue and expenses projected for the event, including a report from the previous year. Lack of information will make the application ineligible and will not be considered for presentation. Applications must be submitted to the office the first of the month. The Presentation will be included on the Board Meeting Agenda, scheduled closest to the Event.**

**A summary report is required, following the Event. Please send follow up reports to the GSA office manager and the general GSA account (eangus@uoguelph.ca; gsaact@uoguelph.ca).**

**PRESENTATION GUIDELINES FOR THE MEETING:**

**Remember that the GSA is here to enrich the graduate community. Priority is given to those events which do so directly. In your presentation be sure to specify how your event will enrich graduate students either academically or socially.**

***The Application submitted should align with the information provided during the Presentation. Updated handout material will not be accepted, except in the case of an updated budget, in which case less funding is requested. E.g. New awards/other sources of funding since Application was originally submitted.***

**After the presentation you will be asked a limited number of questions, so please be prepared.**

The contact person, person submitting the Application is considered to be the person presenting. If there are any changes to the Application e.g. budget, including the name of the Presenter, please contact Erin Angus eangus@uoguelph.ca – 7 days before the Meeting. **Staff and Faculty are unable to present or solicit GSA funding.**

## Submit the following application as a WORD file attachment to gsa@uoguelph.ca and contact Erin Angus at eangus@uoguelph.ca to reserve a spot at an upcoming meeting.

|  |
| --- |
| Event Information |
| Event Name: |  | Event Date: |  |
| Contact Person: |  | Department: |  |
| Email: |  | Phone: |      |
| Organization’s Information |
| Organization’s Name: |  | Department: |  |
| Mailing Address: |  | Email: |      | Phone: |  |
| Audience information (number of people expected to attend/benefit) |
| Number of Graduate Students | Number of faculty, staff and community members  |
| Number of Undergraduate Students  | Total projected attendees  |
| Additional Information |
| **Have you received funding from the GSA before?** If so, specify how the money was spent, who the organizers were and the outcome of the event (ex. Attendance, on budget, etc.) |
|  |
| **Amount Requested:** |  |
| **IF ALLOCATED, cheque payable to: U of G** | c/o Departmental Grad Program Assistant |
|  |
| **REVENUE (Sources)** | **Last Year**  | **Actual** | **Projected** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Revenue** |  |  |  |
| **EXPENSES** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Expenses** |  |  |  |
| **TOTAL** |  |  |  |
| **I certify that the all information contained in this application is correct. By signing below you are agreeing to have read and understood University of Guelph policies regarding events. The Graduate Students’ Association must abide by these policies and retain the right to abstain from providing funding for events or organizations that do not follow these policies. For additional information on university policies please** [click here.](http://www.uoguelph.ca/ucevents/promo.shtml) **(http:www.uoguelph.ca/studentaffairs)**  |
| Signature: |  | Date: |  |

## Submit the application as a WORD file attachment to gsa@uoguelph.ca and contact Erin Angus at eangus@uoguelph.ca to reserve a spot at an upcoming meeting.