

University of Manitoba Graduate and Postdoctoral Studies Club Fund Application

The Club Fund is to support Graduate Student Associations, Departments, and U of M associated groups serving UMGPS members to host Club events to foster a stronger and more visible graduate student community at UMGPS. The Club Fund is not meant to replace or supplement Graduate Association/Department funding, but to provide additional support to strengthen relationships within and between Graduate Associations/Departments.

Please submit a *one-page* application with the following information (find the form below)

1. The Graduate Association/Department name, contact information for the applicant, and name of event.
2. The following checklist:
 - a. Is the applicant available to attend an UMGPS adjudication meeting if extra clarification is required? (Y/N)
 - b. Is the event hosted on campus? (Y/N)
 - c. How many events has your Club hosted this year? (#)
 - d. How many graduate students are in your Club? (#)
- Event description: what is the event/idea for the event? How many students will attend? Where is the event being held?
- Purpose: How is this a club event? What's the purpose? More importantly: *why* are you running *this* event?
- Proposed schedule: When would this event be running?
- Proposed Budget: This doesn't have to be fancy. What are you spending on your members and what are you subsidizing (this could be a 100% subsidy)? E.g.: "Subsidizing \$13 from a \$73 ski ticket." "Spending x on food, y on entertainment; only charging z for tickets."
- Additional Funding: What additional funding has been secured or is being sought to support this event/initiative?
- The Request: What are you hoping the UMGPS can help with? A combination of things?

Note that bullet points and shorthand *are* accepted (and encouraged). **Please keep the application to one page!**

1. Priority will be given to applications that will benefit the largest number of graduate students or projects with unique merits.
2. Any funds granted may not be used for departmental operating expenses.
3. Recipients are required to include the UMGPS logo as an event sponsor on any advertising material you have, as well as thanking UMGPS at the event.

4. Recipients are required to provide the UMGPS with either a copy of advertisement/promotional material, or an image from the event; this may be used in UMGPS advertising and promotions in the future.

Please email all applications governance@umgps.org and Cc ypec@umgps.org

At this stage, the Club Fund is still being developed, so the UMGPS would like to add the caveat that *the adjudication process is currently under development* and will give each applicant a copy of the minutes from the adjudication process. All applicants have the right to appeal the UMGPS decision, in person if requested, until the application has been adjudicated following a procedure outlined in the UMGPS Policy Manual. All appeals will be re-adjudicated; with new information or application if required or requested.

Please find the form below

UMGPS Club Fund Application

Section 1: Applicant Information

- Graduate Association/Department Name: _____
- Applicant Name: _____
- Student Number: _____
- Contact Information (email/phone): _____
- Event/ Initiative Name: _____

Section 2: Checklist

- Is the applicant available to meet if clarification is required (Y/N): _____
- Is the event hosted on Fort Garry Campus? (Y/N): _____
- Number of social events hosted by your Club this year: _____
- Number of graduate students in your club _____
- CC vpec@umgps.org in submission email: _____
- If the event has already happened, please attach the receipts in the email (in one file) _____

Section 3: Event/Initiative Description *(How many students will attend? Where is it being held?)*

Section 4: Purpose *(Why are you running this event?)*

Section 5: Proposed Event Schedule

Section 6: Proposed Budget *(Any subsidies, expenses, or funding from ticket sales?)*

Section 7: The Request *(What are you hoping the UMGPS can help with?)*

UMGPS reserves the right at any time to request additional information or review documentation to ensure accuracy and truthfulness of the submission. Please be advised that an application for funding does not guarantee in full or in part, approval of funds.

“I support this request and agree that the proposed event will benefit graduate students of this department. Should the application be funded, I agree to hold the awarded funds if the Student Group does not have its own account.”

“I the undersigned on behalf of my student group do attest that all information contained herein is truthful and accurate to the best of my knowledge”

Name: _____

Title: _____

Signature: _____

Date: _____