

UNIVERSITY OF VICTORIA

GRADUATE STUDENTS' SOCIETY

2022-23 Academic Unit Grant Application: Special Project Grant



Date:

Academic Unit(s) or Academic Unit Association:

Amount* requested:

FOR GSS OFFICE USE ONLY:

AMOUNT APPROVED:

PAYEE:

GSS STAFF SIGNATURE:

*The maximum amount for the special project grant is based on the number of enrolled graduate students in the academic unit(s) applying. **

Number of enrolled graduate students	Maximum special project grant
Under 3	Not eligible
3 to 25	\$250
26 to 75	\$300
76 to 125	\$350
126 or more	\$400

** Full and part-time graduate headcounts calculated as of March 1, 2022.

*From January 1, 2023 to March 31, 2023, all applicants may apply for a top-up of up to \$200 in addition to the maximum amounts listed above. The top-up is available to applicants who have already received their maximum amount as well as those who have not.

☐

I am applying for the top-up (maximum \$200, only available for applications submitted between January 1, 2023 and March 31, 2023)

SECTION A: Graduate Student Main Contact and Supporters

Academic unit or academic unit association graduate student main contact (special project organizer):

Name:

Email:

Phone:

Please list three graduate students in your academic unit(s) (in addition to the main contact) who support this application. [Indicate if individual emails affirming support will be sent to gssops@uvic.ca in lieu of signatures].

Graduate Student Name:

Email:

Signature:

Graduate Student Name:

Email:

Signature:

Graduate Student Name:

Email:

Signature:

SECTION B: Eligibility Criteria, Rules and Conditions

1. All proposed projects/events/activities must adhere to the BC and UVic public health COVID-19 orders and guidelines. Any proposed in-person events must have a COVID-19 safety plan attached to this application until such time as all relevant BC public health orders regarding COVID-19 are lifted.
2. GSS Academic Unit (Department) Grants are reviewed and administered in accordance with GSS bylaws and policies, which can be found online here: <https://gss.uvic.ca/about-gss/forms/governance-documents/>
3. Eligible applicants are the graduate academic units recognized by the University of Victoria: <https://www.uvic.ca/calendar/grad/index.php#/experiences>. This includes associations representing graduate students in one or more of these Academic Units. If you are not a recognized academic unit, please contact us about your options.
4. The goal of the GSS Academic Unit Grant Fund is to fund activities organized by and for GSS members.

SPECIAL PROJECT GRANT CRITERIA

Special projects must meet the following criteria to be eligible for funding:

- a) The project must be organized by and for the graduate students in an academic unit or jointly by and for the graduate students in two or more academic units.
- b) Each special project requires a separate application. Two or more academic units (**including in situations where an academic unit association represents multiple academic units**) may submit a single application for a special project **if the project is organized jointly by and for the students in all the academic units which are part of the application**.
- c) The project must be completed within the fiscal year during which the application is submitted (April 1 to March 31),
- d) The project must be supported in writing by three graduate students in the academic unit(s) applying,
- e) Adequate notice of the project must be provided to all students within the academic unit(s) applying (e.g., Masters, PhD, on-campus and distance students),
- f) The project must be free of charge for graduate students to use or attend,
- g) The project must be accessible to graduate students with disabilities, and
- h) Acknowledgment of the GSS' contribution to the project will be made.

INELIGIBLE EXPENSES

Academic Unit Grant funding cannot be used for the following purposes:

- a) Activities that include graduate students, but where the graduate students in an academic unit or academic units are not the organizers,
- b) Activities or projects that have already occurred or been completed,
- c) Activities or projects that are partisan or promote a political or religious group or cause,
- d) Purchases of alcohol or cannabis products,
- e) Purchases of office supplies or items that should be supplied by the academic unit, and
- f) Activities that contravene any applicable provincial or federal law, municipal bylaws, University policies, or GSS bylaws or policies.

ACCOUNTABILITY

The special project organizer must submit a written report to the GSS within 10 days of completion of the project,

including a description of the outcome, the number of graduate students who participated, documentation of all expenses and return of any unused funds. If the project does not take place during the applicable fiscal year, the project organizer must return the funds prior to the end of the fiscal year.

Please contact the GSS (gssops@uvic.ca) for more information – we want to help you access this fund!

As the special project organizer, I confirm that:

- Any funding received will be used by grad students, for grad students,
- Grad students in the academic unit(s) have been consulted and support using the funding for this purpose,
- This application meets the Eligibility Criteria stated above,
- I will take personal responsibility to ensure that all Rules and Conditions stated above, as well as the COVID safety plan (if applicable) will be followed,
- I commit to providing the required report (Section H) to gssops@uvic.ca within 10 business days of the completion of the special project,
- I also acknowledge that my name may be posted on the GSS website.

Special Project Organizer Name (repeated from page 1):

Signature (scanned or digital):

SECTION C: Special Project Grant Details

Project/Activity/Event Title:

Specific Date of Activity/Event or Project Completion (before March 31, 2022):

Describe, in 1-2 paragraphs, the project/activities/event for which the grant will be used. Include how the project/event will be promoted to ensure all academic unit graduate students (Masters, PhD, on and off campus) are included. If appropriate, attach additional materials. (Please contact gsscomm@uvic.ca for use of the GSS logo.)

SECTION D: Budget

Please provide a budget for the special project. If the total budget is larger than the requested GSS Academic Unit Grant, please indicate the other revenue sources. Please confirm the project will be free to all graduate students of the academic unit(s).

SECTION E: Recognition of GSS Academic Unit Grant Funds

Please list where and how you will be providing recognition of the GSS funding. Please provide the statement you will use on promotional materials. (GSS will authorize use of the GSS logo for related materials. Please contact gsscomm@uvic.ca.)

SECTION F: Preferred Method of Payment

Please select one of the two options as the preferred method to disperse the grant funds.

- ☐ Issue a cheque to my Academic Unit Association* [* Must be to an organizational account with two signers, not a personal account].

Please make the cheque out to:

- ☐ Send a cheque to my academic unit graduate secretary/program manager to be deposited to a UVic account.

Please ensure you have confirmed the person's willingness to administer the funds, then provide the contact information for the graduate secretary or academic unit designate:

Grad Secretary/Designate Name:

Email:

Phone:

SECTION G: Application Submission

Please fill all sections and submit by email to gssops@uvic.ca with either:

- ☐ Scanned or digital signatures, or,
- ☐ Individual emails of support to follow, sent to gssops@uvic.ca. (It is the responsibility of the main contact to ensure these emails are sent. Applications will not be reviewed until all support signatures/emails are received.)

Incomplete applications, lacking information, names or signatures will not be reviewed. Applications will be reviewed in order received. Notification by email is usual within 2-3 weeks, 4-6 weeks during September/October. The cheque and formal letter will follow for successful applications.

SECTION H: Report on Use of the Academic Unit Grant

Within 10 business days of the conclusion of the special project, the special project organizer will submit a 1 page report, via email, to gssops@uvic.ca. Please insert the date you will submit your report, calculated from your project/event date:

The report will include:

- A summary of the special project.
- A count of currently registered graduate students from the academic unit who participated.
- A list of how the GSS Academic Unit Grant contribution was recognized (photos or sample materials are welcome).
- A final statement of expenses, with return of any unused funds.

Information summarized from these reports will be uploaded to the GSS website for accountability and transparency.