UNIVERSITY OF VICTORIA - GRADUATE STUDENTS' SOCIETY

Department Grant Application

Date of Application: _____

Department(s) or Academic Unit(s): _____

If more than one department is applying for a joint grant, please complete Section C below

Amount requested: _____

(Maximum grant for 2024-25 is $500.00 per department. Multiple departments may apply for joint funding*)

*Grant top ups: Funding permitted, the GSS offers a $200 top-up to grant projects between January 1 and March 31.
If your department received a grant April 1 - December 31, you can apply for an additional $200 after Jan 1.
If your department did not receive a grant April 1 – December 31, you can apply for up to $700.

Accepted Grant Purposes and Uses

GSS Department Grants may be used for the following purposes:
1. Social, recreation, cultural, academic, or professional development events/activities (incl. paying guest speakers)
2. Special projects such as the publication of journals, organization of conferences, community building projects, etc.
3. The development or continued operation of a department graduate student association

Section A: Proposed Use of the Grant

Project/Activity/Event Title or Department Association Name: _____

Date of Activity/Event/Project Completion: _____

Describe, in 1-2 paragraphs, the project/activities/event for which the grant will be used. Include how the project/event will be advertised and promoted to ensure all department graduate students are included. If necessary, attach additional materials.

Budget
Please provide a budget for the project/activity/event. If the total budget is larger than the requested GSS Department Grant, please indicate the other revenue sources. Please confirm the event will be free of charge to all graduate students of the department.

Preferred Method of Payment

☐ Issue a Grad House gift card and email the Event Organizer when it is ready for pick up

☐ Issue cheque to my department's Grad Student Association (must be an organizational account with 2 signers, not a personal account)

☐ Issue cheque to my department graduate secretary to deposit to a UVic account

Grad Secretary Name: _____ Email: _____ Phone: _____

Section B: Graduate Student Organizer and Contacts

If more than one department is applying for a joint grant, please complete Section C below

Grad Student Primary Organizer(s) Name(s): _____

Organizer Email:_____ **Phone:** _____

Graduate Student Supporters:

Please provide three graduate students in your department(s) who support this application. [If this grant is for a distance program, individual emails affirming support sent to gssgov@uvic.ca can substitute for signatures].

Grad Student Name: _____ Signature/Email:_____

Grad Student Name: _____ Signature/Email:_____

Grad Student Name: _____ Signature/Email:_____

Graduate Representative Council Signatories:

As the elected GSS GRC rep for this department, I confirm this event/project/activity is organized by grad students, for grad students and that grad students in our department support using our GSS Department Grant for this purpose:

GRC Rep for Dept(s): _____ Email: _____ Signature:_____

Section C: Multi Department Grants

Only fill this section out for multi department grant applications.

GRC Rep for Dept(s): _____ Email: _____ Signature:_____

GRC Rep for Dept(s): _____ Email: _____ Signature:_____

GRC Rep for Dept(s): _____ Email: _____ Signature:_____

If more than four departments are applying for a grant, please submit all GRC rep names to gssgov@uvic.ca

Section D: Eligibility Criteria, Rules and Conditions

1. GSS Department Grants are reviewed and administered in accordance with GSS Bylaws and Polices.

2. Eligible applicants are the grad departments recognized by UVic: https://www.uvic.ca/calendar/grad/index.php#/experiences. If you are not representing a recognized department, please contact us about your options.

3. All departments must have an elected rep, in good standing, on the GSS Graduate Representative Council to apply for a grant.

4. The goal of the GSS Department Grant is to fund activities organized by GSS members. The project/event/activity receiving funding is being organized by and for the department's graduate students.

5. The fiscal year for GSS is April 1 – March 31. The funds will be spent out before March 31 of the fiscal year of an application.

6. All graduate students (Masters and Doctoral) in the academic unit will be invited to participate and be given adequate notice.

7. The activity/project/event will be free of charge for graduate students to use/attend and accessible to people with disabilities.

8. Approval of a Department Grant does not guarantee a booking at the Grad House or Grad Centre. Please contact ghevents@uvic.ca to arrange for event bookings and/or a catering quote through the Grad House.

9. Acknowledgement of the GSS contribution to the project/event will be made (notice displayed at the event, recognition provided on promotional information).

10. Should any funds remain once this activity is complete, it is the responsibility of the GRC rep to allocate these funds to activities that meet these criteria, and are in the spirit, of GSS Department Grant funding.

11. Departments/units are encouraged to work with each other for large events, and may submit joint applications. Each department must have a graduate student involved as a primary organizer, with an active GRC rep.

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

INELIGIBLE EXPENSES

13. Academic Unit Grant funding cannot be used for the following purposes:
    a) Activities that include graduate students, but where the graduate students in the department(s) are not the primary organizers, beneficiaries, and participants,
    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/federal law, municipal bylaws, UVic policies, or GSS bylaws or policies.

AGREEMENT TO RULES AND CONDITIONS

As the Event Organizer, by signing below I confirm that this application meets the Eligibility Criteria stated above, and that I will take personal responsibility to ensure that all Rules and Conditions stated above will be followed during the project/activity/event itself. I also commit to providing the required report (Section i) to gssgov@uvic.ca within 10 days of the project/activity/event.

Event Organizer Name/Department: _____ Signature:_____

Section E: Recognition of GSS Department Grant Funds

Please list where/how you will recognize GSS funding. Please provide the statement you will use on project/activity/event materials. (GSS will authorize use of the GSS logo for related materials.)

Section F: Report on Use of the Department Grant

Within 10 days of the project/activity/event concluding, the Event Organizer will submit a 1 page report, via email, to gssgov@uvic.ca. The report will include:

- A summary of the project/activity/event
- Number of attendees
- How the GSS Department Grant contribution was recognized (photos or sample materials are welcome).
- A final statement of expenses, with a statement of how any remaining funds will be used.

Application Submission
GSS Department Grants can be submitted to gssgov@uvic.ca or in person at the GSS main office (Halpern Centre)

Incomplete applications will not be reviewed. Applications will be reviewed in order received. Processing time is usually 2-3 weeks (please allow for delays in September). Payment and formal letter will follow for successful applications.