



GSA Student Event Financial Assistance Application

Award Terms of Reference (Abridged):

Value: Up to \$500. Student clubs and/or individuals can only access this award once per academic year (May - April). Note: a student *cannot* submit separate applications as an individual AND on behalf of an organization within the same academic year.

Eligibility: Students enrolled in part-time or full-time in any graduate degree program at the University of Lethbridge. Events at which alcohol or other controlled/regulated substances are available will not be funded. Depending upon the nature of the event, attendees may be required to sign waivers of responsibility before funding is provided

Criteria: The GSA has funding available to support its members in planning academic or social events that enhance the graduate student experience. To be considered for financial assistance, an event must contribute to the advancement of the GSA's mandate. The event in question must be targeted towards a primarily graduate student audience (50%+).

Application: Applications are accepted on an ongoing basis, **but must be received at least (4) weeks in advance of the scheduled event date.** The application must include this completed application form and the documents listed on the next page.

Selection: Selection will be determined by the GSA Awards Committee based on the deadlines noted above and applications will be reviewed for relevant and reasonable costs. Priority may be given to applicants who haven't received the award previously.

Payment: Payment will be made by cheque only upon the provision of receipts to the GSA after the event. As this bursary may be funded through QIP funds, there may be a delay in reimbursement.

For any questions or concerns regarding this application, or for the full terms of reference, please email: gsa@uleth.ca, or contact the GSA office at 403-329-2132.

Event Financial Assistance Checklist:

Use the below checklist to ensure that you have included all required documentation.

Incomplete applications will be rejected.

Applicant Use	Office Use	Checklist
		Completed application form - ensure ALL sections and documents are attached.
		Proof of enrollment for semester in which the event takes place
		A 300-600 word explanation of the event, including its purpose, projected number of graduate student attendees, and how the event aligns with the GSA's mandate/purpose.
		An event budget outlining all projected expenses and sources of income to support the event.
		POST-EVENT: Receipts to substantiate your budget, the GSA will <i>reimburse</i> you for UP TO, and not exceeding, \$500, once receipts are submitted.

OFFICE Use Only	
Date received:	
Received by:	
Date reviewed:	
Reviewed by:	
Amount approved:	
Date of award distribution:	

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection Privacy (FOIPP) Act. The personal information will be used for award eligibility assessment purposes and the aggregate data will be used for evaluation and statistical summaries. The University of Lethbridge Graduate Students' Association may directly contact Revenue Canada, other federal departments, provincial or municipal departments, employers, financial & educational institutions without your consent, when necessary, to determine and verify your eligibility for the GSA Event Financial Assistance Bursary. All information collected by the University of Lethbridge Graduate Students' Association is protected by provisions of the FOIP Act. If you have any questions about the collection, use or disclosure of your personal information, contact GSA at 403-329-2132.



Applicant Information:

Please Note: the GSA Awards Committee may request supporting documentation for any items.

Today's Date:		
Last Name:	Given Name:	Student ID #:
Street Address:	City:	Postal Code:
Cell Number:	Other Contact Number:	Email Address:
Current Degree (circle/highlight): MASTERS / PHD	Full-Time or Part-Time?	
Faculty:	Department:	Major:
Program Start Date:	Expected Completion Date:	
Citizenship (circle/highlight): Canadian Citizen Permanent Resident International Student		
Have you received this award during your current degree (circle/highlight): YES NO		

Event Information:

Name of event:	
Location of event:	
Date(s) of event:	
Have you applied for other funding or donations to support this event?	
What is the total amount requested from the GSA to support this event?	\$

Declaration

I understand that if this declaration is not signed, my Student Event Financial Assistance application cannot be considered for funding.

Please read before signing.

I declare:

- That the information provided in this application, all attachments and supplemental documents are true. I understand that all the information provided is subject to verification.

I agree to:

- Notify the GSA Office in writing if I change my address, financial or academic status or study period.
- I understand that I may be denied financial assistance if:
 - I am not currently a registered University of Lethbridge graduate student
 - I make a false or misleading statement in this application
 - I do not comply with a request from the GSA to provide information or documents to verify information in this application
 - I/my organization, have already been awarded funding within the last academic year.
- Abide by the Award Committee's decision
- I understand that I must wait for the Award Committee to adjudicate the award which can take **up to four weeks** after the application deadline.

Student Signature

Date