

Graduate Student Advisory Committee (GSAC)
FUNDING APPLICATION INFORMATION

APPLICATION

Please submit proposals at least one week prior to the next scheduled Graduate Financial Allocation Committee meeting in order to receive consideration. The Graduate Financial Allocation Committee (GFAC) is responsible for making recommendations for the equitable distribution of the Graduate Student Assessment Fee (GSAF) allocated to the Graduate Student Advisory Committee (GSAC) to graduate and undergraduate student organizations and programs that enrich the academic, cultural, social, and professional experiences of the graduate student community.

In order to apply for funding, applicants must complete the following request forms as well as provide a brief Budget Narrative Statement describing how the GSAF will be used by the organization. Groups should also consult the GSAC allocations document.

Applicants may request funds using the appropriate FUNDS REQUEST FORM for Operational Funds and/or Event/Project Budgets. The Operational Funds page should be used to outline the expenses of activities that occur on a regular or a continuous basis (i. e. monthly meetings). The Event/Project Budget page should be used to outline the projected expenses that the organization will incur when sponsoring an event, project, or speaker. Separate Event/Project Budget pages should be completed when an organization sponsors more than one event, project, or speaker. The Total Budget Request should be completed incorporating both the operational funds requested and the total of all event/project budget requests.

Funds are to be expended only for line items budgeted for and approved by the Graduate Financial Allocation Committee.

BUDGET NARRATIVE STATEMENT

Please construct a narrative statement answering the following questions in relation to your organization's activities. This will be used, in conjunction with a personal defense of your request at the GFAC's monthly meeting (see GSAC Allocation Guidelines), to justify Graduate Student Assessment Fee funding of your organization's operational and/or event or project expenses. In your statement, please include the mailing address, email address, and phone number of your organization or your organization's contact person in case any questions should arise prior to the GFAC's monthly meeting.

How many graduate students belong to your organization?

What is the impact of your organization's activities on the graduate student community (within and outside of your specific department, if applicable)?

Is your organization charging fees to support your activities? If yes, describe them specifically and explain how they will be used to support your activities.

Does your organization have a fund or bank located off-campus? If yes, please provide account name, location, and balance.

Do you receive financial support from any other source?

How many people will attend your event or project? Be specific for each event or project.

Is this the first time that this event will be held? If not, please describe the past success of this event. Specifically, describe the turnout and impact upon the graduate student community.

If you are sponsoring in a speaker, please provide his/her curriculum vitae or resume as well as your organization's reason for bringing this speaker to Western Michigan University.