

# PROJECT GRANT

## Guidelines

**Graduate Student Council**  
Student Center East, Room 380K  
750 S Halsted Street  
Chicago, IL 60607  
Fax: (312) 355-5101

The Graduate Student Council Project Grants are monetary awards, which provide financial assistance to graduate student organizations, or individual students who seek to complete a service project. In order to receive any funding, the student or group must be currently enrolled and seeking a degree in the graduate college at the University of Illinois at Chicago. In addition, the student's graduate program must be in good standing with the Graduate Student Council. The Graduate Student Council attempts to support as many qualified applicants as possible. However, grants are contingent upon the availability of funds and limited to \$500.00 per grant.

The deadlines for submission for an academic year are as follows:

**Fall semester: First Friday of November      Spring semester: First Friday of March**

### Project Grant Eligibility

Applicants must be currently enrolled, degree-seeking students in the graduate college. Non-degree students, former students and students enrolled in other colleges at UIC are not eligible. Student organizations of other colleges at UIC are also not eligible.

Projects include, but are not limited to, lectures, campus projects, and community service projects. *Projects must be open to all graduate students and primarily benefit graduate students.*

Project grants will cover the following expenses: advertisements, food, transportation, materials needed for the project and rental fees. *Project awards will not cover permanent equipment, video/audio equipment or fundraisers.*

An individual or student organization may receive more than one (1) project grant depending on the number of applicants and the availability of funds. Applicants are encouraged to apply for a grant prior to the actual dates of the service project. Projects applying for project grant funding during the Fall semester must be completed by December 31 of the academic year. Projects applying for project grant funding during the Spring semester must be completed by May 31 of the academic year.

Once a student or student organization is notified of receiving project grant funding, advertisements in the form of fliers or email must be submitted to the GSC Vice President, Holden Brown (holden.d.brown@gmail.com) at least two (2) weeks prior to the event or within one (1) week following notification. Failure to submit advertisements will result in disqualification to receive the project award.

### Application Instructions

**Submit the completed application form, project proposal and itemized budget via email to GSC-OFFICERS@uic.edu.** All three (3) forms must be completed in order to qualify for consideration. The project description should provide the Graduate Student Council with an understanding of the purpose of the project and a financial breakdown of the project costs. There should also be a total amount of funding that you are requesting from the Graduate Student Council.

*Please do not include the name of your college or department in any aspect of the project description. If you are including the title of an event, the title should not include the name of your college. Please do NOT submit original receipts with your application.*

*To ensure that the application is received before the deadline, students MUST FAX or EMAIL completed applications. The Graduate Student Council is not liable for any losses or delays caused by incomplete delivery.*

# APPLICATION FOR PROJECT GRANT

## Graduate Student Council

Student Center East, Rm 380K

750 S Halsted St.

Chicago, IL 60607

**NOTE: ALL 3 PAGES MUST BE TYPED!**

**Applicant Information** *please complete the information for the individual that will be reimbursed if funding is awarded*

Student Organization Name \_\_\_\_\_

Student Name \_\_\_\_\_ University ID # (UIN) \_\_\_\_\_

Graduate College \_\_\_\_\_

Graduate Department \_\_\_\_\_

Preferred Mailing Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Your signature indicates that you have read and understand the Project Grant guidelines set forth by the Graduate Student Council. Your signature above also indicates that you have answered all questions on this application truthfully and to the best of your knowledge. Failure to do so will automatically be grounds for disqualification and your application will not be considered for the award.

<b>For GSC use only:</b>	Date received ____/____/____	ID # _____
Funded <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount \$ _____	Advertisement/Email <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Info Needed: _____		

# APPLICATION FOR PROJECT GRANT

## PROJECT PROPOSAL

**Graduate Student Council**  
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750 S Halsted St.  
Chicago, IL 60607

**Project Information** *Please do not include the name of the graduate program in the project title*

Project Title \_\_\_\_\_

Dates of Project \_\_\_\_\_

1. Please check **one** for each part:

- a. Individual student project    **OR**    Student organization project
- b. Community service project    **OR**    Campus-wide project
- c. Only my department/program can participate    **OR**    Other graduate programs/departments can participate

2. Do you anticipate receiving any additional funding (excluding possible GSC funding)?

*please check one*                      Yes      No

If yes, please provide a brief explanation

3. If GSC is only able to partially fund your project, will you be able to complete the project?

*please check one*                      Yes      No

If not, please provide a brief explanation:

4. **Please provide a detailed description of your project proposal.** Please attach additional sheets if necessary. *Do not include the name of your college.*

<b>For GSC use only:</b> ID # _____
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## ITEMIZED BUDGET

Please complete the itemized budget form below. *If the itemized budget is not completed, your proposal will not be reviewed.* If additional space is required, please copy this chart to another page and attach to the application.

Item Description <i>Please be as detailed as possible.</i>	Price	Quantity	Subtotal
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
		Total Funding Requested:	

The amount of funding you receive will not be more than what appears in the box above.

<b>For GSC use only:</b>	Date received ____ / ____ / ____	ID # _____	
Funded <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount \$ _____	Advertisement/Email <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Info Needed: _____			