PROJECT GRANT

Graduate Student Council
Student Center East, Room 380K

750 S Halsted Street
Chicago, IL 60607
Fax: (312) 355-5101

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
1. Applicants must be currently enrolled, degree-seeking students in the UIC Graduate college.
2. The student's graduate program must be in good standing with the GSC.
3. 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.
4. Project grants may cover any of the following expenses: advertisements, food, transportation, speaker honorariums for outside speakers (non-UIC speakers), materials needed for the project and rental fees.

Application Procedure
1. Submit the completed application form, project proposal presentation and itemized budget via email to GSC-OFFICERS@listserv.uic.edu. All three (3) forms must be completed in order to qualify for consideration. Applicants should apply for a grant at least four weeks prior to the actual dates of the project
2. The project proposal presentation should provide the Graduate Student Council with an understanding of the purpose of the project and a financial breakdown of the project costs.
3. Include the total amount of funding that you are requesting from the Graduate Student Council.
4. Please do not submit original receipts with your application.
5. To ensure that the application is received before the deadline, students must email completed applications. The Graduate Student Council is not liable for any losses or delays caused by incomplete delivery.

Important Requirements:

1. An individual or student organization may receive more than one (1) project grant depending on the number of applicants and the availability of funds.
2. 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.
3. 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 Treasurer of GSC at four (4) 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 FOR PROJECT GRANT

NOTE: ALL 3 PAGES MUST BE TYPED!

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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.

For GSC use only: Date received _____/_____/_____   ID #_____

Funded ✐ Yes   ✐   No   Amount $_____   Advertisement/Email ✐ Yes   ✐ No

✐   Info Needed: _____

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PROJECT PROPOSAL

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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.*

For GSC use only:
ID #_____

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ITEMIZED BUDGET

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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 *Please be as detailed as possible.*	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.