



Terms & Conditions

Please use this form for applying for the GSS Event Fund. Note that only Affiliate Organizations (AO) with an expiry date after the end date of the event/project can be approved. Maximum funding: 100% of cost or \$500.00 per AO involved in the event/project (whichever is lower of the two). Please complete this form in as much detail as possible.

General

AO Name:

AO Contact Email:

To be listed on the GSS website

Primary Contact

First Name:

Last Name:

Phone:

UBC Student #:

Event/Project Outline

Event/Project Name:

Type of Project: Event, Equipment/Account Purchase, Project, Other

If "Other", describe here:

What is the goal?

(e.g., academic panel, networking, fundraiser, social event)

Location: In-Person, Virtual

If "In-person", specify location:

Event/Project Start Date:

Event/Project End Date:



Description of Purpose of Event/Project:

Describe your project and what the funds will be used for. Be sure to explicitly relate anticipated costs/expenses listed in your preliminary budget to your event/project's description and explain why each expense is relevant to your operations.

How will this event/project benefit the students involved directly and the GSS as a whole?

Financial Information

Amount Requested:

Have you applied for other funding? Yes No

If "Yes", please list the funding sources being applied to:

Expenses and Revenues:

Attach a detailed outline of all anticipated expenses and revenues for your event/project. Please upload the budget of your event/project in pdf or xlsx format using the GSS-approved template.

Recognition

How will you recognize the GSS for the support?

For example, using our logo on posters, social media recognition, etc.

Can the GSS use your event/project to promote both the AO/initiative and the fund? Yes, No

Are you willing to submit marketing material of the event/project for GSS to further promote this fund? Yes, No



Reimbursement

If your application is approved, the GSS VP Students requires the event fund report, updated final budget, and all receipts to be submitted before the money can be reimbursed. Photocopies of the receipts are also acceptable. The event fund report should highlight the project's successes and how it benefitted attendees. Please submit the event fund report no later than 2 weeks after the end of the event/project

Event Fund Report Submission Date

This date can be no later than 2 weeks after the end date of the project as listed above. :

For GSS Office Use Only:

Date Received:

Officer Signature: