



## Graduate student development fund (GSDF)

- Graduate student development fund (GSDF) provides funds to graduate student societies/Clubs to enhance the quality of students' life academically and socially.
- Grant can be **up to \$2000**; however, in special circumstances, the review committee can allocate more than the specific amount, if deemed necessary.

### Eligibility

- All ratified clubs and societies with the majority of graduate students.
- Society/Club have not applied for any Special Project Grant (SPG) for this academic year (March 2018 to February 2019).
- The initiative can be anything from social events to academic seminars, workshop, and academic contest, with the goal of enriching the lives of most graduate students at Memorial University

### Application Policy

- When an initiative is approved, half of the approved amount will be allocated in advance of the project and the rest of the fund will be released to the primary applicant after the end of the events, upon the official receipts and a final report.

### Restrictions

- From a risk management perspective, GSDF will not support any activities that may cause any risk or dangerous for the participants. (i.e., hike, climb, bus-crawl, ski, skating, any dangerous sport)
- If the society need to do any risky activity, this society has to sign the GSU **wavier form** for each risky event to carry the responsibility of this event. (the form is attached)
- GSDF does not cover financially any alcohol drinks in any events.
- If there is not enough detail in the application, then it hinders the chance of successfully receiving the funding: the application will be refused if it is not filled out correctly.
- Regarding social events, the society has to **show some financial support** from members or any another source and not depend totally on this GSDF fund.

### Time line:

- Announce for the GSDF application on September 2017
- The Deadline of the application is at December 15<sup>th</sup>, 2017
- For the non-ratified societies, they have to prepare their ratification paper and submit it to (Executive Director – Campus life, email: [campuslife@gsumun.ca](mailto:campuslife@gsumun.ca)) before the semi-annual general meeting (AGM) that will hold at October 2017.



- For non-ratified society who missed semi-AGM in October 2017, they can be ratified on AGM in March 2018. This Society will take conditional acceptance until ratification in March and the fund will be available for them in April 2017.
- The Final results for the applied application will appear in end of February.
- The first half of allocated fund will be granted after the announcement of the results as available from finance administrative services.
- The final report and official receipts must have submitted to ED-Finance: ([Finance@gsumun.ca](mailto:Finance@gsumun.ca)) at February 28<sup>th</sup>, 2019.
- The rest of fund will be provided in March 2018 as available from finance administrative services.

### **Decision Process:**

1<sup>st</sup> BOD meeting will hold on September to finish the recognition process for all applied societies.

2<sup>nd</sup> Semi-AGM will hold to finish the ratification process for all recognized societies.

3<sup>rd</sup> The Finance Committee will hold to take a decision about the applied applications.

4<sup>th</sup> GSDF committee will hold to take the final decision for the winner applications, this committee included Executive director External Affairs of the GSU (who serves as chair of the committee), Executive director Finance of the GSU, a member at large appointed by the GSU, Dean of Graduate Studies, Deputy Provost (*Students*), and *Manager of Finance and Administration (non-voting)*

5<sup>th</sup> Each applicant will receive an email to inform this applicant about the final decision of the applicant's application.

6<sup>th</sup> AGM will hold to finish the ratification process for the rest recognized societies that do not ratified on semi-AGM.

7<sup>th</sup> Financial assistant is not guaranteed and depends on the availability of resources.

### **Criteria**

1. Grant Applications will be accepted only if the person filling out the form represents an academic unit or graduate student society, organization, or group.
2. The grant application must be complete, consistent, include detailed data, and be well researched and neat in appearance.
3. A full detailed budget proposal associated with a specific amount for each activity must be obvious in the application.
4. GSU *wavier form* for each risky event has to be signed by the society's president.
5. Each application which represents graduate students within an academic unit must attach a letter from their department stating how much money the department is willing to provide, if any, towards the requested materials. Further consideration may be given to academic units that have obtained funding from other sources. If undergraduate



students are represented, a letter must also be attached from MUNSU indicating whether or not funding was acquired from them.

6. The Society/Club that applied for Special Project Grant SPG not eligible to apply for GSDF.
7. If, in the past, the academic unit, graduate student society, organization or group have shown blatant disregard for policy and procedure such as not returning receipts, or for using funding for items, services, etc. that were not approved, their application may be subjected to further analysis.
8. Further considerations may be given to academic units who use GSU services such as Bitters, the GSU boardroom or GSU office services.
9. Before the rest of the half funds are released, each application must provide A final report and ALL receipts to the VP Finance. If receipts are not received, money may not be transferred and future Special Project Grant requests may be denied.
10. All cheques will be issued in the name of the society and all applicants must have a bank account in that name in order to process the funds awarded.

### **Applicant Steps to apply for GSDF:**

- 1- Contact Director – Campus life to know how to recognize and ratify your society (Executive Director – Campus life, email: [campuslife@gsun.ca](mailto:campuslife@gsun.ca))
- 2- Fill the GSDF application that provided by GSU
- 3- Submit the application with any associated paper to GSU office on the deadline date December 15<sup>th</sup>

If you have any inquiries, Please Contact ED-Finance for GSU  
(Email: [Finance@gsun.ca](mailto:Finance@gsun.ca)).