



PGSS Grant Application

The purpose of the PGSS Grants program is to fund graduate student and graduate student society events. Grants can be used to help host conferences, lecture series, symposia, and a range of other events as described in the PGSS Grants Program regulations.

Applications are judged based on merit, according to the guidelines set out in the Society Activities Manual (SAM). The amount awarded in funding will be proportional to the quality of your application.

It is the responsibility of grant applicants to know and respect the regulations concerning the grants program, including eligibility and timelines, as indicated in the Society Activities Manual, Chapter 14 Section 1. Please take the time to read the grants section of the Society Activities Manual thoroughly as there are notes on pertinent bylaws under each section.

Applications must be submitted a minimum of 30 days prior to the event start date, and the end date must be within 6 months. Application deadlines are at 11:59 pm on the 15th of each month from September to June (SAM 2.11).

You will be contacted by email to confirm the application was received. If you have any questions before that time, please contact the Administrative Coordinator at info.pgss@mail.mcgill.ca or the Financial Affairs Officer at finance.pgss@mail.mcgill.ca.

PGSS Grant Application

Applicant Information:

Contact Name:

Contact Email:

Contact Phone:

Group Name:

Event Name:

Event Date (start):

Event Date (end):

Event Location (be specific):

General Information

Is PGSS a member involved in the ORGANIZATION of this event?

See SAM 2.1.1: Regular PGSS members must be responsible for and involved in its organization and production,;

Please clearly state the extent of the involvement of any faculty, department and/or staff from McGill or any other institution.

See SAM 2.1.1: The activity may receive logistical and financial support from a professor, department, or research group, but cannot be initiated or organized by them.

Does PGSS contribute to your group other than previous grants or PGSA/PGSLF funds?

If yes, how does PGSS contribute to your group?

Is your event open to all PGSS members?

Is your event open to the general public?

Expected number of participants:

Expected number of PGSS participants:

Is your application for a series? (*For example, a series of talks)

If yes how many events/talks are you organizing total?

If your event is a series, what is the total number of expected PGSS attendees participating by the end of the series?

Project Information

Give a brief description of the event. Use language that is general: explain the project to someone who is not in your specific field of expertise [1000 characters or less].

3.9. The CMA shall prioritize applications as follows:3.9.1. The project is novel and will contribute something meaningful to the PGSScommunity;3.9.2. The level of clarity of the project and its goals;3.9.3. The viability of the project;3.9.4. The number of targeted regular PGSS members;3.9.5. Environmental benefits for the PGSS community;3.9.6. The incorporation of sustainable practices;3.9.7. Those are viewed by the member of the CMA as satisfying the aims of the Grants Program;3.9.8. The overall quality of the application.

Links to supporting documents/websites: (e.g. announcement of event, link to website for event)

Give four keywords or phrases that describe the impact your project will have on PGSS members:

Explain what steps you would be taking to reduce or offset the negative environmental impacts of your project [500 characters or less].

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Your event serves PGSS members from the (check all that apply):

Faculty of Agricultural and Environmental Sciences	Faculty of Arts
Faculty of Education	Faculty of Engineering
Faculty of Management	Faculty of Medicine
Faculty of Religious Studies	Faculty of Science
Faculty of Dentistry	Faculty of Music
Faculty of Law	

Total Event Budget

- The maximum amount of funding through the PGSS grants program is \$1200
- Applicants are required to apply for at least one other source of funding
- Enter ALL sources of funding that you have contacted to contribute to your project
- Enter the funds that you have requested and the amount that you expect to receive from this source
- **Make sure to include the PGSS grant in your revenues in order to show a balanced budget and show the committee how much funding you need**
- If the source refused you funds, please check the appropriate box
- Enter all your expected costs and what the PGSS funds will be used for
- For “Projected or Actual Amount”, Projected is an estimated cost, while Actual is a cost confirmed or already spent
- Note that there are restrictions on what PGSS funds can be used for. Refer to the Grants section of the PGSS website.
- Your balanced total expenses and revenue must not run a profit or deficit

Keep in mind the Society Activities Manual:

2.2. Expenses:

2.2.1. Eligible expenses in the budget include, but are not limited to:

- a. Promotional material for the project (printing, scanning, faxing, etc.)
- b. Rental of the event venue;
- c. Rental of audio/visual equipment;
- d. Food and non-alcoholic beverage costs;
- e. Reimbursement for reasonable transportation costs associated with the event.

2.2.2. The following particular expenses are ineligible for funding:

- a. Alcoholic beverages,
- b. Gifts, prizes, or honoraria with the exception of for the featured invitees (e.g. guest speakers);
- c. Renovations, additions, modifications, or construction of McGill buildings;
- d. Purchase or maintenance of equipment;
- e. Contributions to political parties, political campaigns, or political interest or advocacy groups;
- f. Expenses related to academic conference participation
- g. Expenses related to the fulfillment of academic or employment requirements.

Mandatory: Your event must not run a profit or deficit

Revenue

#	Expected Source of Revenue	Amount	Revenue Status
1	PGSS Grant		
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Revenue			

Expenses

#	Expense	Amount	Projected or Actual?	PGSS Funds?
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total Expenses				