

**http://gsef.uwaterloo.ca**

**Project Application Form for Funding Request from the Graduate Studies Endowment Fund (GSEF)**

Every term, the Graduate Studies Endowment Fund (GSEF) solicits proposals for graduate student projects which are primarily targeting the enhancement of the learning, research, and overall experience of the graduate students as well as the development of Graduate Studies at the University of Waterloo. A project with a successful application can be either partially or fully funded by GSEF depending on the decision made by the GSEF Project Review Committee, constituted of two graduate students from each of the six faculties at the University of Waterloo.

Before you fill this application, you are strongly advised to read all the instructions and guidelines available online on the GSEF webpage http://gsef.uwaterloo.ca. It is highly recommended that you also read about the funded projects of the previous terms on the GSEF webpage.

After making sure that you go through all the sections of this electronic form, you need to submit it to the GSEF Coordinator at gsef@uwaterloo.ca before the submission deadline announced on the GSEF webpage.

All supplementary and supporting documents are to be submitted electronically in PDF format to the GSEF Coordinator along with the final application form before the submission deadline.

If there are several options of funding for the same project, they should be all included in the same application form, and this applies to the supplementary and supporting documents for every option, if any.

General Tips:

Please be as detailed as possible. Typically successful applications provide the most detail. This will ensure that the reviewers have all the information to make an informed decision.

If there is any other information that you would like to provide, please provide such information as supplementary document and send it within the application package.

**Application Checklist**

Please ensure that all items are checked before submitting the application:

□The proposed project helps to contribute to the improvement of the experience of graduate students at the University of Waterloo

□The project is not related to a graduate student’s thesis work

□Funding requested specifically from GSEF does not include honorarium for guest speakers and graduate student awards (although this may be part of the project in general, funding for this must come from elsewhere)

□The project application has at least one letter of Faculty or Departmental approval

□Project applicants have made an effort to secure other sources of funding ie. at the departmental level

□All questions in the application package have been completed

**Section A: Information about the Applicant/Group**

**Project Title (please define any acronyms first, if applicable):** Click here to enter text.

**Brief project description: (please describe the basis of your project in one sentence).**

Click here to enter text.

**Name of Applicant:** Click here to enter text

**Department**: Click here to enter text.

**Program**:

[ ] Full Time [ ]  Part Time

**Number of Terms Remaining in Program**: Click here to enter text.

**E-mail Address:** Click here to enter text.

**Telephone Number / UW extension:** Click here to enter text.

**Which department/organization/club are you applying on behalf of? What is your position within the club?**

Click here to enter text.

**Have you or your group applied for GSEF project funding before? If so, please list all the terms when you or your group applied. Please provide as much information as possible (year, term, project title, etc).**

Click here to enter text.

**Have you or any of your group members ever helped run GSEF before? If so, please provide details.**

Click here to enter text.

**Section B: Information about the Project**

**Detailed Project Description: (please describe the project, how many people are working on the project, when you started/will start the project, when you will end the project, and any other important information you may want to provide). Please note: The more information you provide, the better it is for the review committee to make their decision. As well, please look forward to other questions to ensure you are not answering questions that will be asked further in the application. [350 words or less]**

Click here to enter text.

**Goals of the Project: [200 words or less]**

Click here to enter text.

**Benefits of the Project to UW graduate students and any other students / community members (please note that benefits to UW graduate students are very important) [200 words or less]**

Click here to enter text.

**How many UW graduate students are going to benefit from this project?**

Click here to enter text.

**How many other students / community members are expected to benefit from this project?**

Click here to enter text.

**Is this project part of, or of any relation to a student's research thesis / class project? If so, please provide details. Note: Thesis research will not be funded by GSEF**

Click here to enter text.

**Are you aware of any similar program or initiative that is being organized, or has been organized in your department or university community?**

Click here to enter text.

**How will your project ensure physical distancing guidelines are obeyed? Please be specific.**

Click here to enter text.

**Section C: Information about the Total Project Budget**

In this section, please list **the total budget for the whole project**. Please list the total funds that are required to make this project happen, give a brief description of each item and the funding source (ie external funding, departmental funding, or GSEF if that specific item is part of your application).

In the next section, you will have a chance to list individually quotes for items requested by GSEF. Some projects have budgets in the many-thousands range, and this is very difficult for GSEF to fund fully. Therefore, this section is meant so GSEF can see the whole project at a glimpse, and the next section is where you can break down each item and provide quotes for specific items requested by GSEF.

e.g. Food = $1, 000

 Venue = $ 5, 000

 Advertising = $500

Click here to enter text.

**Section C-2: Information about the Specific Items Requested for Funding by GSEF**

As per the application instructions, please provide at least **two** quotes/sources for each item of your project budget that you are requesting funding for by GSEF only. Ideally, one quote would be the most economical choice and the other would be the top choice for your project. Please indicate if you worked with UW Procurement to obtain any of these estimates. Please ensure all items include the appropriate tax. Those items where catering is required, please include one quote from the Graduate House if applicable. Applicants are encouraged to obtain quotes from the Graduate House as they offer a 5% discount. Please include a website where appropriate. **Please note: salaries, honorariums, and thesis research will not be funded by GSEF.**

**List items in order of highest to least amount of funding priority**

**EXAMPLE ITEM** – Cookies for Luncheon

1) Graduate House: $0.60/cookie x 150 = $90 + HST = $101.7 total

2) UW Catering: $0.80/cookie x 150 = $120 + HST = $135.6 total

<https://uwaterloo.ca/catering/uw-catering-brochure/sweet-temptations>

**ITEM 1 –** Click here to enter text.

**ITEM 2 –** Click here to enter text.

**ITEM 3 –** Click here to enter text.

**ITEM 4 –** Click here to enter text.

**ITEM 5 –** Click here to enter text.

**ITEM 6 –** Click here to enter text.

**ITEM 7 –** Click here to enter text.

**ITEM 8 –** Click here to enter text.

**What is the total funding requested by GSEF?**

Click here to enter text.

**Sometimes GSEF cannot fully fund a project. Of the items requested above, what items are considered essential for the success of the project? Why? Please take into consideration other sources of funding. Indicate the revised amount of total funding requested.**

Click here to enter text.

**Section D: Endorsement/Support Letters**

Typically, successful applications for GSEF funding are supported by departments or faculties, and ideally, this support will be financial, but if this is not possible, please make sure you have asked a faculty or staff representative to endorse the project.

**Does any official faculty representative in your department endorse the idea of your project? Please note that you must *always* include at least one support letter from your department or a faculty member to be considered for GSEF funding.**

Click here to enter text.

**Do you have any other letters of reference/support letters for your project?**

Click here to enter text.

**Has your department or faculty committed any funds for the project? If so, please indicate the amount and whether or not this money will be provided independent of any GSEF funding. If no funding is committed, why not?**

Click here to enter text.

**Section E: Other Sources/Requests of Funding for the Project**

**Do you currently have other sources of funding for your project? If so, please provide details. While it is not mandatory, GSEF appreciates applicants first seeking out funding from faculties or departments.**

Click here to enter text.

**Have you applied for other sources of funding? If so, please provide details. Also, will you be applying elsewhere for funding? If so, please provide details.**

Click here to enter text.

**If you have other sources, are any of them willing to match GSEF's contribution?**

Click here to enter text.

**Section F: Sustaining the Project in the Future**

GSEF wants to ensure that all funded projects have a positive impact on the graduate student community after the money has been used. GSEF prioritizes funding to first time initiatives with the hopes that these projects are able to sustain future funding.

**Please outline your plans to ensure that this project remain sustainable.**

Click here to enter text.

**Section G: Using the Funding**

**When would you start to use the requested funding? Please keep in mind the project spending deadlines for each term. Furthermore, following the Review Committee Meeting, it may be another 2 weeks before a funding decision is made following the meeting of the GSEF Board who oversees all decisions of the GSEF Project Review Committee.**

Click here to enter text.

**How would you acknowledge the GSEF funding?**

Click here to enter text.

**I approve of the GSEF coordinator to email me regarding any follow-up and I will do my best to ensure any questions about the project are answered in the deadline provided.**

**In order to ensure an efficient decision process, at least one representative will be required to be present (virtually) at the Project Review Committee meeting to address any outstanding questions or clarifications. The designated representative(s) will be contacted to inform them of the details of this meeting.**

**I recognize that a decision regarding my project may not be released until the mid/end of the third month of the application term.**

**Section H: Electronic Signature and Additional Contact Information**

**Contact Information for group representative (if different from applicant listed above)**

**Name:** Click here to enter text.

**E-mail Address:** Click here to enter text.

