GSEF Small Project Funding Award

This application is a simplified version of the full GSEF project application form and is intended for projects that have a **total budget of up to $600**. Please visit the GSEF website or email (gsef@uwaterloo.ca) for more information (i.e. detailed instructions, project eligibility, application tips, etc.). Please submit this form by the deadline that is a minimum of **3 weeks** before you need the funding. For example, if you need the funding by September 14, please apply by August 1. As the deadline for this funding occurs monthly, late and incomplete applications will not be accepted.

**Applicant Information**

**Full name:** Click here to enter text.

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

 **Full-time**: 

 **Part-time**: 

**Email**: Click here to enter text.
**Department/Organization/Club**: Click here to enter text.

**Project Information**

* **Project Title**: Click here to enter text.
* **Project start/finish dates**: Click here to enter text.
* **Number of people working on project**: Click here to enter text.

**Project Description (be as a specific possible)**

* **Please provide a rationale for the project, including how it will benefit UW graduate students (2-3 sentences):**

Click here to enter text.

* **What are the intended goals of the project? The project’s goals should primarily benefit UW graduate students.**

Click here to enter text.

* **How many UW graduate students will benefit from the project? How did you come up with that estimation?**

Click here to enter text.

* **Will your project benefit any UW undergraduate students or non-UW graduate students?**

Click here to enter text.

* **How does your project consider accessibility (i.e., for physical, cognitive, mental, disabilities, etc.)?**

Click here to enter text.

* **Anything else that you think would be relevant for the review committee to know about your project.**

Click here to enter text.

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

Click here to enter text.

**Expense Description**

Please provide a specific description of the items that you want to purchase with GSEF funding. Include the cost of each item as well as where they will be purchased from (include references/links). Offer a possible alternative option, should GSEF not be able to fund Option 1.

Note: You can indicate your overall budget separately and use Option 1 to indicate the items that you are requesting to be funded by GSEF and use the alternative option to indicate a less expensive total, should GSEF not be able to fund Option 1.

*Example (please remove the example table before submission):*

|  |  |  |
| --- | --- | --- |
| General Description of Expense | Cost of Option 1 | Alternative Option |
| Lunch for conference attendees  | $12.50x20 grad students=$250Source: UW Cateringhttps://uwaterloo.ca/catering/uw-catering-brochure/working-lunch-packages#EssentialSandwichPackage | $5.99x20 grad students=$119.80Source: Vincenzo’shttps://www.vincenzosonline.com/userContent/documents/Catering/Sandwich%20Flyer-%202019-%20Aug.pdf |

Indicate the overall budget for your project here:

|  |  |
| --- | --- |
| **General Description of Expense** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **Total:** |

Items requested for GSEF funding:

|  |  |  |
| --- | --- | --- |
| **General Description of Expense** | **Cost of Option 1** | **Alternative Option** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total:** | **Total:** |

**Other Funding Sources**

While it is not mandatory, GSEF appreciates applicants first seeking out funding from faculties or departments.

**Have you requested funding from your academic department/faculty? Yes: \_\_    No: \_\_**

If yes, were you able to acquire funding and how much funding will you receive:

If no, please provide additional information as to why you have not requested funding from the academic department/faculty:

**Signatures and Approval**

**Are there any potential conflicts of interest that may arise?** Yes:  No: 

If yes, please attach another page providing more detail.

*I confirm that the information above is accurate and true.*

**Applicant’s signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please provide a signature from an official faculty representative in your department who endorses the idea of your project.

**Faculty/Departmental Approval**

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

**Faculty**:

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

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

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Note: You are welcome to include supplementary information you would like GSEF to consider when evaluating your request for funding.