

GRADUATE & PROFESSIONAL STUDENT GOVERNMENT

REQUEST FOR EVENT FUNDING

NOTICE: The GPSG Event Application is intended for use by all graduate student organizations seeking funding from GPSG for any type of event which they are sponsoring. Failure to fill this form out properly may result in late processing or loss of funding. Please contact Casey Hurst, SAFC Business Manager at cphurst@uncc.edu or Sarah Birdsong, GPSG Treasurer at gpsgtreasurer@uncc.edu, if you require any assistance in filling out this form.

****Must be submitted three weeks prior to the event date to receive funding****

INSTRUCTIONS:

A. Organizational Information: (Required) Please list the name, dates and purpose of the event. You must also explain your relationship between the event and your graduate program.

B. Budget Request: (Required) In the first section, use the formula to calculate the maximum amount of money you can receive from GPSG for your event. In the second section, please indicate in which line items you plan to place the money. Note: attaching a detailed budget is highly recommended.

C. Authorized Signature: (Required) Your organization's treasurer's signature

D. GPSG Approval: (Required) The GPSG Treasurer will complete this section to approve funding for the event. For money which is not coming from your organization's operational fund, one member of your organization must be willing to attend and defend this application before the Finance Committee.

Advertisement: (Required) Include a publication strategy with at least one sample flyer or ad

Additional Information (if applicable):

- 1) Include a short resume/biography for each speaker.
- 2) Include a letter of support from each cosponsor, outlining their contributions.
- 3) Include a listing of all additional sources of funding, complete with estimated amounts.

Print & submit your completed application to:

Casey Hurst
SAFC Business Manager
Student Union 212-M
704-687-7255

GPSG Event Application

Received: _____
Approved: _____
Authorized Amount: _____

Operational Fund

Event Fund

A. Organization Information

Student Organization _____

Name of Event _____

Date of Event _____ Location of Event _____

Type of Event _____

Purpose of Event _____

Organization Contact _____ email _____

B. Budget Request

Calculation of Total Budget:

Note, minimum Budget allocated is \$50, and maximum Budget allocated is \$3500.

$$\$15 \times \boxed{} = \boxed{}$$

Anticipated Attendees
Total Budget

Allocation of Budget:

Please indicate where you will need funds.

Account Code	Description	Amount	Description of Use	Approved

C. Signature of Organizational Representative: _____

D. GPSG Approval

Finance Committee Decision: APPROVED NOT APPROVED N/A date _____

Signature of Divisional Representative: _____ date _____