



DAGS

Dalhousie Association
of Graduate Students

DAGS COMMUNITY GRANT APPLICATION

Overview

The intent of this grant is to support projects and/or events within Dalhousie University that benefit current Dalhousie graduate students. Applicants who qualify for the DAGS Community Grant can request **up to \$1,000** in funding. The final monetary amount awarded to successful applicants is determined by DAGS Council members during Council meeting(s). The amount of funding an applicant receives is dependent on the extent of graduate student involvement and engagement. Furthermore, the benefit(s) the event/project offers to the graduate community will be considered. Incomplete applications will not be considered.

GRANT ELIGIBILITY

To qualify for a DAGS Community Grant, the following requirements must be met:

1. The event audience must include, but not necessarily be exclusive to, Dalhousie University graduate students.
2. The event must be accessible to at least **TWO** graduate programs.
3. At least **TWO** organizers are current Dalhousie graduate students; one from each graduate program involved in the event.
4. Applicants must not have received a DAGS Community Building Grant in the current fiscal year (May-April).
5. Initial applications must be submitted no later than **ONE MONTH** after the final event date.

GRANT APPLICATION SUBMISSION PERIOD(S)

There are **TWO** periods (A, B) during which documents must be submitted to DAGS. Failure to submit required documents within the specified timeframe(s) may result in grant denial. Applicants may submit their application prior to the event date.



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DAGS COMMUNITY GRANT APPLICATION FORM

Applicant: _____

Event name: _____

Event date & location: _____

CONTACT INFORMATION:

(1) Name: _____ Email: _____

(2) Name: _____ Email: _____

APPLICATION REQUIREMENTS: see guidelines for additional details

PERIOD A (submission deadline: 1 month after event date)

- Completed DAGS Community Grant Information form
- Budget & projected funding/revenue
- List of affiliated graduate programs (proof required)
- DAGS community grant application form

PERIOD B (submission deadline: 3 months after event date)

- DAGS Council meeting presentation
- Updated PERIOD A documents (if necessary)
- Event actuals
- Copies of event invoices (expenses, proof of funding...etc.)

APPLICANT SIGNATURE:

DATE:

(DAGS USE ONLY) Received By:



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DAGS COMMUNITY GRANT GUIDELINES

Funding is intended to support the engagement of Dalhousie University graduate students in Dalhousie-based community affairs.

Projects and events considered for funding include, but are not exclusive to, community outreach programs, student-led interdisciplinary conferences and cultural events.

Applicants may apply for up to \$1000 in funding, however the awarded amount is determined by DAGS Council. Factors taken into consideration when determining funding allocation include graduate student engagement (extent & effort), benefit(s) offered to the Dalhousie graduate community, prior partnership or engagement with DAGS &/or other large graduate bodies and the financial needs of the event/project.

Applicants must be members of the Dalhousie University community and must provide proof of graduate student inclusion. A minimum of **2** graduate programs must be represented & confirmed in attendance, either through signature or B00 confirmation. Furthermore, to ensure graduate student representation, a minimum of **2** Dalhousie University graduate students must be officially involved in the organization of the event/project. Applicants, as well as the affiliated society/team/organization, are limited to one DAGS community grant per fiscal year (May-April).

Initial applications are due to DAGS no later than **1 month** following the event date (for continual/long-term projects, 1 month following first event date that year). Applicants must submit the following documents by this deadline:

1. Completed DAGS Community Grant Information Form
2. Budget & projected funding
3. List & proof of affiliated graduate programs
4. Completed DAGS Community Grant Application Form

Submission of all final documents/requirements are due to DAGS no later than **3 months** following the event date. Applicants must complete the following by this deadline:

1. DAGS Council meeting presentation



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2. Event Actuals
3. Copies of event invoices, receipts, proof of funding...etc. (i.e., documentation related to event expenses and funding)
4. Updated funding list (if necessary)

Applicants should be in contact with DAGS before the 3 month deadline.

The organizer(s) of the event/program must give an oral presentation to DAGS Council. This presentation must give Council an overview of the event, the purpose/intention of the event and the budget & revenue for the event. The revenue may be projected or final depending on where the presentation falls in the grant application timeline. Speakers may rely on hand-outs and/or provide a powerpoint presentation, however all relevant documents (including budget & funding breakdown, agenda, proof(s) of graduate engagement...etc.) must be accessible to all Council members. The presentation should be no longer than 15 minutes, excluding questions from Council.

Failure to meet eligibility criteria and/or outlined deadlines will result in the automatic forfeit of the submitted grant application.

See DAGS Grant Policy for additional details regarding this & other DAGS grants.

Applicants are encouraged to submit applications in advance of the event/project. Early applicants may receive recommendations on additional funding sources and other graduate student communities to engage with.