



DAGS

Dalhousie Association
of Graduate Students

DAGS SOCIETY GRANT APPLICATION

Overview

The purpose of this grant is to enable DAGS Member Societies to hold large, or “special” events for their society members. Member societies 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 financial needs of the Member Society, their level of involvement/engagement with DAGS and the benefit(s) the event offers to the Member Society’s graduate students. Incomplete applications will not be considered.

GRANT ELIGIBILITY

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

1. The applicant must be a representative of a Member Society of DAGS.
2. The Member Society must not have received a DAGS Society Grant in the current fiscal year (May-April).
3. The event must be intended for, but not necessarily exclusive to, graduate students within the Member Society.
 - a. Member Societies representing ≥ 3 programs: the event must benefit graduate students in **at least 2** programs.
4. Initial applications must be submitted no later than **ONE MONTH** following 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 can submit their application prior to the event date.



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DAGS SOCIETY GRANT APPLICATION FORM

Member Society: _____

Event name: _____

Event date & location: _____

CONTACT INFORMATION:

(1) Name: _____ Email: _____

(2) Name: _____ Email: _____

APPLICATION REQUIREMENTS: see guidelines for details

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

- Completed DAGS Society Grant Details form
- Projected budget & funding/revenue
- DAGS Society Grant application form
- SOCIETIES W. ≥ 3 PROGRAMS: List of affiliated graduate programs

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

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

APPLICANT NAME & SIGNATURE:

DATE:

(DAGS USE ONLY) Received By:



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DAGS SOCIETY GRANT GUIDELINES

Funding is intended for member societies of DAGS that organize a special event(s) for their constituent members.

Events considered for funding include, but are not limited to, galas, internal conferences, retreats and society-organized academic trips.

The applicant society must be a member society of the Dalhousie Association of Graduate Students. Graduate students of the member society must attend the event. For member societies comprised of 3 or more programs, the event must be relevant to & attended by at least 2 constituent programs. Proof of program(s) engagement/attendance may be requested by DAGS. Member Societies are limited to one society grant per fiscal year (May-April). A member society may approve the utilization of its society grant request by a branch of constituent students. A letter of approval must be signed by at least 2 member society executive and 1 student involved in the event organization and submitted to DAGS.

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 involvement, society engagement/involvement with DAGS, the financial needs of the event and any benefit(s) offered to graduate students through the event. See DAGS grant policy for more details on society involvement with DAGS.

Initial applications are due to DAGS no later than **1 month** following the event date. Documents that must be submitted by this deadline are:

1. Completed DAGS Special Funding Information Form
2. Budget & projected funding
3. Completed DAGS Community Grant Application Form

Societies consisting of ≥ 3 graduate programs must also provide

4. List of constituent programs affiliated with the event



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Completion of all final 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
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.

Representatives of the member society must give an oral presentation at a DAGS Council meeting. The aim of this presentation is to provide Council with an overview of the event purpose, agenda, expense, revenue and any other relevant details. Speakers may rely on hand-outs and/or prepare 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. Early applicants may receive recommendations on additional funding sources and event outreach.