

## Special Projects Grant

### Purpose

The Special Projects Trust Fund was established to promote and support graduate students and graduate student organizations at UNB in their efforts to enrich the social, intellectual, cultural, and interdisciplinary experience of GSA members, the University community, and the community at large. This policy outlines the requirements a project must meet to qualify for funding, the process through which a society or organization may apply for funding, and the means through which the trust fund is administered.

### Requirements

A Special Project may be any activity, campaign, or endeavour undertaken by a constituent society of the GSA that is not considered a regular part of a participant's program and that does not fall within the scope of regular GSA operations or within the scope of other funding programs. Examples of Special Projects include, but are not limited to, academic and cultural field trips, on-campus information sessions, and cosmetic improvements to graduate student facilities.

To qualify for funding, a Special Project must:

1. Be open to all GSA members, and be advertised as such through appropriate means.
2. Demonstrably benefit GSA members socially, intellectually, culturally, and/or academically.

### Applying for Funds

A society or organization wishing to receive funding for a Special Project must submit an application to the GSA Executive Committee in the term preceding the term in which the funds are requested (e.g., to request funding for a Summer term project, an application must be submitted during the Winter term).

The application must include the following:

1. The name of the society seeking funding.
2. The name and (UNB) email address of the primary contact person for the project.
3. A brief description of the project that clearly indicates how the project will enrich the social, intellectual, cultural, and/or interdisciplinary experience of GSA members.
4. An estimated budget for the project (e.g., transportation and admission costs if the project is a field trip).
5. The amount requested from the GSA.
6. The amount requested (and received) from other sources, including the intended participants.

### Reporting on Received Funding

A society or organization that receives funding for a Special Project must submit a report to the GSA Executive Committee upon completion of the project. The report must include the following:

1. The number of participants who benefited from the project. Where possible, this number should be broken down into the number of participants from within the society responsible for the project, the number of participants from other GSA societies, and the number of participants from outside the GSA. If the project is such that an exact number of participants cannot be determined, an estimate should be given.
2. A detailed list of expenses for the project.
3. A justification of any significant differences between the estimated budget amounts and the

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Graduate Student Association of the University of New Brunswick

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actual amounts spent.

4. Any other relevant information.

Failure to submit the report in a timely manner may result in future applications from the society being denied.

### **Administrating Funds**

The Special Projects Trust Fund will be administered by the GSA Finance Committee. The Finance Committee will meet once per term to decide on funding allocation for that term.

The total amount of funding available per term will vary, as monies are paid into the fund from the general surplus at the end of each fiscal year and from amounts allocated for society operating grants that have not been paid out.

The amount granted to a society or organization following a successful application will be at the discretion of committee. The committee will endeavour to ensure a fair distribution of funds throughout the fiscal year.