



# Graduate Student Council

The City College of New York  
North Academic Center Room 1/113  
160 Convent Avenue  
New York, New York 10031

(212) 650-5319  
(212) 650-5200



## **GSC FUNDING APPLICATION** **THIS SHEET MUST SERVE AS THE COVER LETTER** **Submission Deadline: November 12, 2013**

**Amount Being Requested:** \_\_\_\_\_ [no more than \$2500]

### **Organization Information**

Organization Name: \_\_\_\_\_

Organization Head: \_\_\_\_\_  
(President, Chair, etc.)

Organization Type: \_\_\_\_\_ Approximate # of Members: \_\_\_\_\_  
(Club, Student Organization, Department, or Alumni)

Street Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Description of the Organization (if necessary a separate sheet may be included):

---

---

---

### **Contact Information**

Designated Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address of Contact: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Other Sources of Funding**

Name of Funding Organization	Amount Funded

**Information on Proposed Event and/or Purchase:**

**Event**

For events, the following information must be included in your description:

- Type of event
- Event location
- Purpose of the event
- Benefits of the event to the organization and the college
- Means of transportation
- Details of how event will be publicized – include a copy of the flier with this proposal if applicable
- Indicate whether admission to the event is only for members or the entire college community
- Amount of admissions fee, if applicable

**Purchase**

For purchases, the following information must be included in your description:

- Type of purchase
- Purpose of the purchase
- Benefits of the purchase to the organization and the college
- Indicate who will be allowed to use the purchased items

***Funds may not be used to purchase personal items. All electronic equipment and/or computers purchased with allocated funds become property of the college.***

**Description of Event and/or Purchase** (if necessary a separate sheet may be included):

---

---

---

---

---

---

---

---

---

---

