

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]
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Organization Information

Organization Name: _____

Organization Head:	
(President, Chair, etc.)	

Organization Type:	
(Club, Student Organization, Department, or Alu	ımni)

_____ Approximate # of Members: _____

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:	

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):

<u>Co-Sponsors of Events and/or Purchase (if applicable)</u>:

Name of Organization	Contact Information

Budget Breakdown of Expenditures (if necessary a separate sheet may be included):

Expected Expenditure	Amount
Total Amount:	

Required Signatures

The head of the organization and the designated contact must sign below. For clubs, the faculty advisor must also sign below.

Head of Organization (print name)	Signature

As the head of the organization, I certify that this application reflects the interests of the organization and the funding will be used as described.

Designated Contact (print name)	Signature

As the main contact, I certify that I will perform all required duties and will provide the AEC Board with any additional information requested.

Faculty Advisor (print name)	Signature

I certify that I am a faculty or staff member of the City College of New York and will supervise and/or advise the aforementioned club in its activities.

Please deliver this Proposal Application to the <u>GSC Office in NAC 1/113.</u>

If the office is closed at the time you come in, please slide it under the door. No applications will be considered after November 12th.