

GRO FUNDING REQUEST FORM, 2008-2009

Group Name _____
 Co-Sponsor(s), if any _____
 Place, Date & Time of Event _____
 Expected # of Participants _____
 Expected # of Grad Students _____
 Funding Request \$ _____

Please describe the event for which you are requesting funding (attach additional pages if necessary):

Please provide a *detailed* itemization of your total budget (attach additional pages if necessary):

<u>Item</u>	<u>#</u>	<u>\$/Item</u>	<u>Item</u>	<u>#</u>	<u>\$/Item</u>

Please explain how you intend to publicize this event:

Please list **other funding sources** for this event:

The GRO may fund up to 75% of expenses for an event, to a maximum of \$500 for academic events and \$750 for non academic events. The amount of funding that may be spent on food must not exceed \$12 per person. We cannot, however, reimburse for alcohol. Groups that receive GRO funding must publicize to the entire Homewood Campus (**mentioning the GRO as a sponsor**), and submit a completed evaluation form to the GRO office within two weeks of the event, which may be published in the *Grad News*. Any pictures of the event that may also be published in the *Grad News* are appreciated. All receipts must be submitted to the GRO within one month of the event or funding may be withdrawn. Unspent funding must be reported to the GRO.

Requests for \$250 or less must be submitted (along with 10 copies) to the GRO office, and will be considered by the Executive Board within two weeks of submission during the school year. Requests for more than \$250 must be submitted (along with 25 copies) to the GRO office, and will be considered at General Council funding meetings. Contact the GRO Treasurer if you have any questions or would like assistance with your request.

Contact person:

 Name Department Grad Student? Phone Number & E-mail Address

Signature _____ Date _____