



New College
Student Council

Grant Application Form (January 2021)

The New College Student Council (NCSC) Grant is designed to give financial aid to students that wish to carry out endeavors, but are limited financially. This grant is for both New College and non-New College students. A Grants Committee (GC) will review your application, providing it is fully completed. The evaluation of the applications will be based on the merits of the proposed activity as deemed by the GC and how it will benefit the student life experience at New College and at the University of Toronto. **Priority will be given to New College students, along with activities that benefit New College and/or the University of Toronto directly**, although this is not a requirement for submitting an application.

Please note:

1) All applications must be emailed to vpfinance@ncsc.ca no later than Monday, January 25th, 11:59PM EST.

The Grants application deadline for Jan 2021 has been extended to: Sunday, January 31st, 11:59pm EST.

2) Please *make a copy* or *download* this document.

- 3) Late submissions will not be considered.
- 4) Incomplete submissions will not be considered. As such, review the application carefully to make sure that everything has been filled out correctly and all the required documents are included.
- 5) If the grant is not spent as proposed in the application form, NCSC reserves the right to discontinue funding.
- 6) Grants will be given conditionally to your itemized budget. There are two forms of payment which you or your group may choose.
 - Invoices may be submitted for payment by NCSC upon the completion of an NCSC payment form.
 - Paid receipts may be submitted for reimbursement by NCSC upon completion of an NCSC reimbursement form.

Part A – Contact Information

Name of Person/Group:

NOTE: If you are applying as a group, please choose one executive member of your group as the head contact for this application.

Name:
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Student Number:
.....

Group Name:
.....

College Affiliation:
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Phone Number:
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Faculty:
.....

Email:
.....

Year of Study:
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Required Documents:

A) Desired Outcome (for individuals)

- a. What do you hope to gain from this experience?
- b. How do you think this will contribute to your growth as a New College Community member?

B) Constitution (for groups)

The Constitution must include details about your group’s objectives, executive responsibilities, membership requirements, election procedures, etc.

Part B – Letter of Intent

Description of Intent (please be as detailed as possible):

Describe how your purpose will benefit the New College and/or University of Toronto community, why attending or organizing this event is important to you or your group, as well as any additional information, such as your actual research proposal or pamphlets. Be specific about what you plan on doing and the target audience/recipient of any benefits. It would be much easier for the committee to make a decision if you or your group’s intended actions are known.

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Section A: For Individual Applicants

Location of Expenditure:

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Period of Expenditure (Approximate date):

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Section B: For Events

Name:

Location:

Date:

Target Audience:

Time:

Number of Attendees:

Section C: For Student Groups

Purpose (please specify as much as possible):

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Part C – Budget & Requested amount & Documents

Budget -Expected Revenue

List other sources of sponsorship towards this purpose, including your own investment.

Name of sponsor	Amount
Total amount	

Budget -Expected Expenditure

Provide a budget. Be as detailed as possible, and if applicable, include additional quotes (e.g. costs of airline tickets). *NOTE: If you or your group already have a budget, feel free to attach it to this application and skip to the next section.*

Name	Purpose	Estimated Amount
Total amount		

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Requested Amount

There are two forms of payment which you or your group may choose.

- Invoices may be submitted for payment by NCSC upon the completion of an NCSC payment form.
- Paid receipts may be submitted for reimbursement by NCSC upon completion of an NCSC reimbursement form.
- Forms will be provided.

e.g. Event #1: Language Exchange Cafe

Expenditure itemized	\$ Amount per item	Total amount
Venue booking	\$100	\$100
Food	\$10 per person	\$200
Requested total for this event		\$300

The New College Student Council will notify applicants of the results no later than **December 1, 2019**. Please check your email regularly.

I hereby certify that the information provided in this Grant Application Form is honest and accurate, and that I agree to the terms and conditions of the application.

Name:

Signature:

Date:

Thank you for your application!

If you have any questions, please do not hesitate to contact me.

Devan Sehdev
Vice-President of Finance, NCSC
Chair, NCSC Grants Committee
(647) 994-2037
vpfinance@ncsc.ca