



*Please complete and email this form to Ariel.Zarate@du.edu. You may use additional sheets if necessary.*

**Organization:**

**Name of Event:**

**Contact Person:**

**Phone Number:**

**Email Address:**

**Please answer the following questions (failure to do so could result in processing delays).**

1. Have you ever applied for Graduate Student Government funding? If yes, please indicate when and what the event was.
2. Please describe the project or event that you are asking funding for. Please include proposed date and location.
3. Please include a detailed cost breakdown of the proposed event or project ***and what your total funding request is from Graduate Student Government.***
4. Have you received sponsorship from any other departments or conducted any of your own fundraising? If yes, please indicate who your sponsors are and your fundraising activities; including total funds raised from each source. If no, please indicate if you plan to fundraise from other sources and your timeline for doing so.
5. What is your organization's current balance? How much of your event is being paid for from your organization's account?
6. Any additional comments?

**Additional Notes**

**FOR OFFICE USE ONLY**

Date Received:

Received By:

- All organizations receiving funding must attend a Graduate Student Government meeting to present their proposal *prior to their event*. Please set up an appointment to present at a meeting by e-mailing the President, Ariel Zarate at [Ariel.Zarate@du.edu](mailto:Ariel.Zarate@du.edu).
- Any group requesting funding from the GSG must supply a printed copy of the organization's budget. This budget summary must be supplied in the form at least two days prior to presentation of the application to GSG. The budget will be used, among other purposes, to verify that student organizations applying for funding will not have excess funds remaining in their accounts at the end of the school year - i.e. that they are using their allocated budget before applying for additional funding that may not be needed.
- Upon receiving funding from GSG, organizations are asked to state on all publicity publications that your program/event is sponsored by the Graduate Student Government OR have our logo affixed to any fliers, programs, etc.
- Upon completing the event/program sponsored by the Graduate Student Government, the funded organization will present the outcome of the event to the GSG and will answer the following questions to be turned in at the time of presentation to GSG:
  - Was the event successful? (indicate the number of people and DU students attending event).
  - How did the GSG funding help your event?
  - Is this an event that would be successful in the future?
  - Please attach a copy of your publicity publications and or program of the event with the GSG logo or name on the publication.
- There will be no retroactive funding for any events. Any group/organization requesting funding from the GSG must do so prior to the event and **before** spending any money requested from GSG.
- If you have any questions, please do not hesitate to contact Graduate Student Government by emailing Ariel Zarate, President, at [Ariel.Zarate@du.edu](mailto:Ariel.Zarate@du.edu).