

## **MGSS Special Projects Fund Application**

The Special Projects Fund is administered by the Executive Council of the Music Graduate Students' Society (MGSS). Grants from the Fund are intended for events and projects instigated by MGSS members that primarily benefit other music graduate students. To name a couple examples, recent grants have supported a multi-day contemporary music workshop and a musical benefit for domestic violence survivors. Feel free to be creative with your ideas and plan something entirely new!

In most cases, no more than \$250 will be awarded to an individual event or project. Projects may be partially or fully funded. The MGSS Executive Council strongly encourages you to seek funding from other granting organizations in conjunction with this application, especially if your project also benefits students who are not members of MGSS. If you are interested in learning about other avenues of funding for your project, please contact **mgss.pgss@mail.mcgill.ca** or **info.pgss@mail.mcgill.ca**.

Applications must be submitted a minimum of 21 days before the start date of the event or activity. Applications will be reviewed by the MGSS Executive Council before the start date of the event or activity.

Late applications will not be considered.

In the event of a successful application, we ask that you please acknowledge the MGSS Special Projects Fund in any promotional materials, programs, etc. for your event. Contact us for logos or icons to be included in printed programs.

All funding for the Special Project Fund is provided to projects in the form of reimbursement of expenses. Successful applicants of approved projects are required to submit original receipts to the MGSS Treasurer for all expenditures. If you are not able to pay up front for the costs of your event, please contact the MGSS Executive Council to make alternate arrangements.

To apply, please answer the questions below. Once the form is completed, change the file name to:

“SPF app., YOUR LAST NAME, DATE.” Submit your application form as an attached MS Word document or PDF in an email to [mgss.pgss@mail.mcgill.ca](mailto:mgss.pgss@mail.mcgill.ca) with “SPF app., YOUR LAST NAME, DATE” written in the subject line.

If you have questions, please do not hesitate to send them to [mgss.pgss@mail.mcgill.ca](mailto:mgss.pgss@mail.mcgill.ca).

**Name, email address, and year and degree program of the organizer(s):**

**Title of event/project:**

**Description of event/project:**

**Projected date and place of realization:**

**Who will be coming to the event/participating in the project? How many people? Is it open to all music graduate students?**

**Projected itemized budget (include projected contribution from MGSS plus other funding sources):**

<b>Income</b>	<b>Expenses</b>

**How will this project benefit the music graduate student community at McGill?**

**What are you doing to make this event/project accessible/appealing to a diverse a range of music graduate students?**

**How will your event/project be environmentally sustainable?**

**Will you be serving alcohol as part of your event/project? (YES or NO)**

**Will you be contracting and paying anyone as part of your event/project? (performers, speakers, DJs, etc.) (YES or NO)**