

Application for Co-Sponsorship from the GSA

General Application Guidelines

The Graduate Students Association has a limited amount of money with which to cosponsor campus events and activities. The GSA will generally favor applications for events that are thought central to the experiences of graduate students. In addition, we prefer proposals that have already received supplementary funding from another source. Requests for off-campus conference and travel expenses, as a rule, will not be funded. Student organizations will generally only be funded once per quarter. Please fill out the attached application as completely as possible. If you have questions, please contact budget@gsa.ucsb.edu or president@gsa.ucsb.edu. Thank you.

Please complete all requested information, and return this form with an itemized budget attached at least two weeks prior the the General Council meeting preceding your event date.

Your name/title: _____ Today's Date: _____

Group name: _____

Mailing address: _____ Phone: _____

CAC Account number: _____

Purpose of organization: _____

Event title: _____

Type of event: _____

Please describe the nature and focus of the event, as well as the goal and target audience:(use additional pages if necessary) _____

Date(s): _____ Time(from/to): _____

Location: _____ Anticipated attendance(approx.#): _____

Admission fee: _____ Total amount requested(from V.C. Student Affairs office): _____

Please describe you promotion and publicity plans: _____

Are you seeking other funding sources? If so, please identify and note amount requested and confirmation status:

Organization Name:	Requested Contributions	Confirmed Contributions

Program Budget

I.	Contract	Estimated Expenses
	A. Speaker	\$ _____
	B. Performing Artist	\$ _____
	C. Art exhibit	\$ _____
II.	Accommodations	\$ _____
	Hotel	\$ _____
	Sub Total	\$ _____
III.	Food	\$ _____
	Sub Total	\$ _____
IV.	Travel	
	A. Air Fare	\$ _____
	B. Train	\$ _____
	C. Bus	\$ _____
	D. Cab	\$ _____
	E. Personal Car	\$ _____
	Sub Total	\$ _____
V.	Publicity	
	A. Daily Nexus	\$ _____
	B. Copying Services	\$ _____
	C. Local Media	\$ _____
	D. Posters	\$ _____
	E. Banners	\$ _____
	Sub Total	\$ _____
VI.	Equipment Rentals	
	A. _____	\$ _____
	B. _____	\$ _____
	C. _____	\$ _____
	Sub Total	\$ _____
VII.	Staff	
	A. Security	\$ _____
	B. Police	\$ _____
	C. Community Service Officers (CSO)	\$ _____
	D. Ushers	\$ _____
	E. Ticket Sellers	\$ _____
	F. Others	\$ _____
	Sub Total	\$ _____
VIII.	Facility Rental	
	_____	\$ _____
	Sub Total	\$ _____
IX.	Other	\$ _____
	_____	\$ _____
	Subtotal	\$ _____

Committee Use Only

Date: _____

Approved
Funding Amount \$ _____
Funding is earmarked for:

Not Approved
Reason for denying
Request: _____

TOTAL

\$ _____

