



## Extra-Curricular Engagement Subsidy Application

Please visit [www.gsaconcordia.ca](http://www.gsaconcordia.ca) to review full eligibility and documentation requirements. Applications submitted with invalid or incomplete documentation may not be eligible.

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### Applicant Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Student #: \_\_\_\_\_ Degree: \_\_\_\_\_  
Department: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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### Project/Event information

Name of Project/Event: \_\_\_\_\_  
Location of Project/Event: \_\_\_\_\_  
Dates of Project/Event: \_\_\_\_\_

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### Other Funding Sources

Have you applied or received funding from any other sources for this project/event? If yes, please indicate the source/s, amount/s and whether the funding is pending or confirmed.

Yes                  No

Details: \_\_\_\_\_

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### **Expense Report**

Please provide a list of your expenses related to your project/event along with an explanation as to the necessity of said expenses for the required outcome of the project/event. All claimed expenses will need receipts or proof of payment (bank or credit card statement) attached to be eligible.

N.B: Additional pages of expenses can be submitted if needed.

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**Supporting Documentation**

Please review the guidelines for acceptable documentation and indicate that you have enclosed documentation for each of the following categories:

Proof of student status

Project/event description

Proof of project/event

Proof of Expenses

Proof of Travel

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Your application will be processed within 30 days after the last calendar day in the semester in which your application was received. Should you receive an award, you will be notified when to pick up your cheque from the GSA office (2030 Mackay). If you include a self-addressed, stamped envelope with your application, your cheque will be mailed to you.

By signing below, you declare that you understand all funding terms and conditions as stated on the GSA website; that all the above information is true and correct; and that you are currently a registered graduate student at Concordia University.

Applicant signature:

Date:

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**For Office Use Only**

Date received:

Date reviewed:

Approved

Not Approved

Amount:

Cheque #:

Initials: