



# Graduate Students' Association DEPARTMENTAL & FACULTY

Concordia University  
2030 Mackay · Montreal · QC · H3N 1J1  
Phone 514 848 2424 x 7900

## ASSOCIATION ALLOCATION FORM

**Deadline to apply for Funding:  
September 30<sup>th</sup> for the Fall term**

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 approved.

**PLEASE READ INSTRUCTIONS BELOW CAREFULLY**

### **Documents Required:**

1. Completed and signed Student Group Registration form
2. Forecasted budget of the current academic year
3. Financial report of the previous academic year
4. A copy of the last 3 months bank statements
5. Election report / Minutes of the General Assembly in which executives of the current academic year were elected
6. Current bylaws
7. Minutes of GA in which bylaws were amended (If applicable)

Please refer to GSA's website for further guidelines on eligibility.

### **Funding:**

If documents required for funding approval outlined above are submitted timely, GSA will allocate funding accordingly. In case of financial constraints beyond GSA's control, the allocation of funding can be delayed.

The allocation of funds will be as follows:

For associations that collect their own fees:

- The amount of the Departmental and Faculty Student Association Allocation is \$9 per registered student.

For associations that do not collect their own fees:

- Associations with 1000 students or more: \$13.00 per registered student.
- Associations with 700 to 999 students: \$13,000 per year
- Associations with less than 700 students: \$18.50 per registered student.

A minimum of \$400 will be allocated to associations who applied and met the requirements.

### **Submission Instructions:**

1. Download the form and use Acrobat Reader to fill out the form
2. Applications must be emailed to [faculty@gsaconcordia.ca](mailto:faculty@gsaconcordia.ca) with all relevant documents.
3. No hard copy submissions will be entertained

## **General Information about the Association**

Name of the Association:

Acronym:

Department/Faculty:

Number of Students under Association:

Email ID of Association:

Official name on Bank A/C:

### **Information of Association's Primary Contact person with GSA**

Name of Primary Contact Person:

Their position in your association:

Student ID:

Phone no:

Email ID:

### **Changes to the Bylaws of the Association**

Have you made any changes to the Bylaws of your Association since the previous academic year?

Yes

No

If you have selected "Yes" to the previous question, provide a brief explanation of the changes made and mention the relevant section of the bylaws that were amended.

## **Checklist of Supporting Documents**

Completed and Signed Student Association Registration Form

Forecasted Budget of current academic year

Financial Report of previous academic year

A copy of last 3 Months Bank Statement

Election Report/Minutes of the GA in which executives were elected

Current Bylaws

Minutes of GA in which bylaws were amended (If applicable)

### **Final Declaration**

We hereby declare that we have read through GSA's Policy on Departmental allocation and that our application respects all the conditions stated in the said policy.

We hereby declare that all information provided on this form is true and verified.

Authorised Signatory of the Association

Date: