**Special Project Grant Program Application**

Application Year \_\_\_\_\_\_\_\_\_ Fall / Spring

**Primary Applicant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **NU ID** |  |
| **Email**   |   | **Degree**(circle one)  | PhD  | Master’s  |
| **Department**   |   | **Phone**    |    |

**Secondary Applicant(s) Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |   | NU ID  |   |
| Name  |   | NU ID  |   |
| Name  |   | NU ID  |   |
| Name  |   | NU ID  |   |

 **Faculty Sponsor Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity, Event, or Project Information**

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Detailed description of the activity, event, or project**

Include how the project will contribute to graduate student professional development.

[Insert description here]

1. **Timeline or Agenda**

[Insert agenda here]

**Event Planning and Registration Form**All organization events and activities must utilize the Event Planning and Registration process if University resources of any kind are to be used. For more information visit [http://involved.unl.edu/soar/event\_planning](https://www.google.com/url?q=http://involved.unl.edu/soar/event_planning&sa=D&ust=1520564893121000&usg=AFQjCNHGo92KKYFZMkJV4zpnEZu6HpCoQQ). If you already filled out one for this project, please attach a copy when you email your application to spgp@unl.edu. Otherwise, please fill out the questions below.

1. Estimated Attendance: \_\_\_\_\_\_\_\_\_
2. Attendance Policy

Please select all that apply. All activities, events, or projects receiving SPGP funds must be open to all graduate and undergraduate students at the University.

1. UNL Students
2. UNL Faculty/Staff
3. Public
4. Minors
5. Will there be a cost associated with participation/attendance in this project?

Yes

No

If yes, what will the cost be?

1. Will any of these be required for the project?
Select all that apply.
2. Booth (at the Nebraska Union/Nebraska East Union)
3. Chalking (at the Nebraska Union)
4. Banner (at the Nebraska Union/Nebraska East Union)
5. Alcohol Permit (application must be filed separately)
6. Pepsi Products (application must be filed separately)
7. Travel Insurance (e.g., for field trips)
8. Transportation Services (i.e., rent a vehicle from UNL; application must be filed separately)
9. None of the Above
10. Will the project require entering into a contract or agreement with local or national businesses, speakers, or performers?

Graduate students or graduate faculty sponsors should not be signing a contract of any kind with an entity outside the University. Contracts presented by outside entities should be brought to the Student Involvement office to obtain the proper signatures.

Yes

No

1. Will food be made available for this project?
	1. Yes, pre-packaged (i.e., those that are packaged before being offered for sale)
	2. Yes, by University Dinning Services
	3. Yes, by a licensed professional
	4. No
	5. Other:

1. **Budget and Funding Information**

Provide an itemized budget that outlines estimated expenses and all other sources of funding secured or requested for the project.

[Insert budget here]

**Funding Questions**

1. SPGP Funds Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Have you (primary applicant and/or secondary applicants) applied for a GSA special project grant in the past? (circle one)

Yes

 No

1. Have you (primary applicant and/or secondary applicants) been granted a GSA special project grant in the past? (circle one)

Yes

 No

1. If you are awarded the funds, will you be requesting direct billing for any of your costs?

Only services that are provided by a University-affiliated department, that require a contract, or that can be invoiced may be direct billed. All other expenses will be paid out as a reimbursement only.

Yes

 No

If yes, please indicate which expenses you wish to have paid upfront.

1. **Agreements**

The Special Rules for the Special Projects Grants Program can be accessed at [http://www.unl.edu/gsa/spgp](https://www.google.com/url?q=http://www.unl.edu/gsa/spgp&sa=D&ust=1520566131691000&usg=AFQjCNFpSck81gmtUkVhmryNL74zjDpIiA).

Primary Applicant:

I certify that I have read and agree to the current rules and directions for the Special Projects Grants Program (SPGP) and certify that all information I have provided in this application is accurate.

I grant permission to the GSA Committee for Professional Development and the Association of Students of the University of Nebraska to verify my status as a graduate student in good standing at the University of Nebraska-Lincoln and my eligibility for the special projects grants competition.

I certify that, to the best of my knowledge, I have not received a UPFF Fund A refund.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature**  |   |   | **Date**  |   |

Departmental Graduate Chair:

I certify that I have read this special projects grant application, including the budget, that the applicant is a graduate student in my department and at the University of Nebraska-Lincoln in good standing, that all information in this application is accurate to the best of my knowledge, the budget is realistic, and this student and/or students are likely to organize the aforementioned activity, event, or project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature**  |   |   | **Date**  |   |