

**BRANDEIS GRADUATE STUDENT ASSOCIATION  
REQUEST FOR FUNDS APPLICATION (R.F.A)**

Date completed: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Organization requesting funds:

Amount of Funding requested (see item #5 below) :

Organization Contact Person:

Phone:

E-mail:

Address:

Please provide the following information requested below. If you are NOT using the electronic form, please attach additional sheets as necessary and number your responses. ***Please NOTE: There will be a one week period between the decision of club recognition and the notification of any funding award.\****

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1. *Describe as completely as possible the kind of event for which the funds are requested. Include a description of the time and place of the event, as well as any preparations that will be made to bring the event to fruition.*
2. *How will this event be advertised?*
3. *The GSA is committed to benefiting as many new members of the graduate community as possible. Graduate enrollment is approximately 1500, and a good event tries to reach as many of these students as possible. Please indicate how many graduate students you expect to participate in your event.*
4. *Indicate any other populations that the event is expected to benefit, including Brandeis undergraduates, faculty, and staff, as well as the general public.*
5. *Please itemize the sum you are requesting and give a description of the reasons for the use of funds.*

Please read and sign the following:

I hereby certify that the planned event will conform to Brandeis Policies and Procedures, as well as all Federal and State laws.

\_\_\_\_\_  
*Signature*

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

\*The GSA Executive Committee (GSAED) will consider your club recognition request at the first meeting following receipt of the application. Recognition will be considered and decided upon at that meeting; you will be contacted by the Vice President as soon as possible following this meeting. The funding decision will be considered at the next scheduled GSAEC meeting (generally one week following), and you will be notified of that decision as soon as possible after this second meeting.

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For Office Use Only

Vote: Yes No

Decision Date:

Amount of Funding Granted:

Special conditions on which funding is contingent (if any)

Other notes for this application: