Student Group Funding Application

EGSC provides funding to recognized student groups that benefit graduate engineering students. Only clubs that have been previously recognized by EGSC are eligible to apply for funding.

To apply for funding, this form must be completed and submitted electronically to the EGSC Treasurer (treasurer@egsc.columbia.edu). The EGSC Budget Committee will then determine if all the necessary materials have been submitted and forward a recommendation to the EGSC General Body for official voting. Follow-up with the Budget Committee or General Body may be required by student group leadership.

In order to be considered for funding, student groups must fulfill the following requirements:

- The student group must have applied for EGSC recognition at least six weeks before the last day of class for a given semester
- The student group must demonstrate its commitment to the graduate student body in some manner, such as being active in events, or providing services
- The student group must have a Treasurer and a President
- The student group must submit with the Student Group Funding Application a detailed budget plan outlining all anticipated expenses for the following semester
- (If Applicable) The student group must submit program evaluation/feedback for funded events for the previous semester.
- Any event with EGSC sponsorship must be advertised as a co-sponsorship with EGSC and must include the EGSC logo.
- (If Applicable) Any non consumable commodities/merchandise bought by a student club with EGSC funding will be considered property of EGSC and must be deposited with the EGSC secretary after use.

Fulfillment of these requirements does not guarantee budget approval. All student group budget proposals are subject to EGSC approval.

Club Info:

Club Name: _____   *Applicant's Name:* _____

Club President: _____   *Email:* _____

Club Treasurer: _____   *Email:* _____

Budget Info:

Note: Maximum request allowed is $500 per semester for first-time applicants, and $1,000 for continuing groups.

Total Budged Requested: _____

Please provide a detailed budget itemizing all expenses, and attach to this application.
An example of an acceptable budget with appropriate detail is provided below:

Example Budget:

11/15 EGSC Happy Hour:	
Alcoholic Beverages	100
Custodial	150
Food/Drinks	100
Subtotal:	**350**
10/4 EGSC Graduate Student Organization Fair	
Custodial	50
Food/Drinks	50
Furniture	50
Subtotal:	**150**
Total Proposed Budget:	**500**