

Graduate Special Event Grant

The Faculty of Arts Graduate Special Event Grant aims to help support a special graduate student event, workshop, conference, film/music event, a speaker/lecture/readings series, etc. It is not intended for events that should be covered by the Graduate Program's operating budget.

Eligibility / The applicant must be:

- A registered full-time student in a Faculty of Arts graduate program at the time of application and event; or registered full-time student in an Arts-affiliated graduate program where the student's supervisor is a faculty member in the Faculty of Arts.
- In good academic standing at time of the event.
- The principal organizer of the event, which must be relevant to your academic program.

Amount / Eligible students may apply for up to \$200, but must have matching funds from their program, up to the maximum requested. Students are also encouraged to take advantage of other funding opportunities available at Toronto Metropolitan University (see application form for details). The total amount of funding that can be granted to any individual student in a Graduate Program in the Faculty of Arts (including Arts Interdisciplinary Graduate Programs) in an academic year shall not exceed \$200. Each event is eligible for one grant application. Detailed budgets are required.

Review Process / The Dean of Arts and the Associate Dean of Arts, Research & Graduate Studies will adjudicate the applications. Graduate Program Directors and/or Faculty of Arts SRC Committee members will be consulted if additional expertise is needed. Decisions are final and not subject to appeal.

Deadline / Intake for the Graduate Special Event Grant is continuous and there is no application deadline. Please complete the on-line application form and include a brief description that outlines the following: project/event description; budget details including specific costs estimates; and in the case of event sponsorship, explanation of all other funding sources with amounts.

Completed applications must be submitted to the Faculty of Arts. You must also submit original receipts, and other appropriate documentation to your graduate program administrator within 60 working days of the event/conference to initiate payment. Decisions are final and not subject to appeal.

Acknowledgement / Successful applicants are required to acknowledge funding from the Faculty of Arts in all materials such as articles, books, posters, or presentations by including the

Faculty of Arts logo (which we can provide) and with statements such as the following. 4 “This [lecture/conference/reading/workshop, event, regional meeting, speaker series, etc.] was supported with a grant provided by the office of the Dean of Arts, Toronto Metropolitan University.”

Requirements and Limitations / The event must conform to Faculty of Arts and Toronto Metropolitan University policies. The Faculty of Arts retains the rights to publicity materials from the event. The Faculty of Arts also retains the right to refuse expenses deemed not eligible for reimbursement under the program (e.g., alcohol and entertainment).