

PSR Student Group Grants

There are **two kinds** of grants that registered student groups can access. Each group may access one or both grants per school year. To be eligible, a student group applicant must be registered by completing the [group registration form](#). One way to check whether or not your group is registered is to see the [PSR student group list](#) online. If your group is registered then it will be listed on the page.

1) Financial Support for Small Events: Each registered student group is eligible to access \$75 spending money for small events per school year, specifically, September to May (Examples: snacks and beverage for meetings/celebrations, or gas money for group outings, supplies for group activity).

HOW: Registered student groups may access this resource between September and May only by *dropping off receipts in the CAPSR mailbox at the Holbrook front desk with an accompanying note about name of group, name of person reimbursed, the specific event.* The CAPSR treasurer and the student group must track the expenses so that when a group hits the \$75 cap, they know that they can no longer submit receipts for reimbursement. Student groups do not have to fill out an application form for this small event grant;

2) Financial Support for Big Events: Each registered student group is eligible to apply for a Big Event Student Group Grant for a maximum of \$200 per school year, that is, for one big event between September and May. Big events include: conferences, cultural events, or a large scale celebration, that is open to the PSR community. **HOW:** The student group must complete the application form below and submit to CAPSR council at least 30 days in advance; the form should illustrate how the requested grant will be spent. The council will consider the application in one of their meetings, and vote, and then inform the applicant about the decision. After the event, the student group must submit receipts to CAPSR treasurer.

CAPSR Student Organization BIG EVENTS Grant Application

- *One application per student group per school year (September to May). Drop off this form at least 30 days before the event in the CAPSR mailbox at the Holbrook front desk.*

Name of Registered PSR Student Organization: _____

Contact Name: (check made payable to this name) _____

Address/PSR Box #: _____

Phone: Email: _____

Contact Name 2: _____

Address/PSR Box #: _____

Phone: Email: _____

The purpose / Mission Statement of organization: _____

How does the organization contribute to the PSR community? _____

How many PSR students are in the organization? _____

Describe the event or activity you are requesting funds for. Include a breakdown of costs (estimates OK).

Event: _____

Date/Time: _____ / _____

Place: _____

Costs: _____ \$ _____

_____ \$ _____

_____ \$ _____

Total Cost: \$ _____

Amount of grant requested from CAPSR (\$200 maximum): _____

By signing below you agree that the above information is correct to the best of your knowledge.

SIGNATURE: _____