1. **Applicant information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Name:** | Enter text. | **Application Date:** | Choose date. |
| **Department:** | Enter department. | **Employee ID:** | Enter 9 digit ID #. |
| **Funding requested:** | Enter total. |  |  |

1. **Description of project, event or activity:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | Enter title. | **Activity Dates:** | **If applicable** |

**Describe the project in detail, including how it meets the GIA criteria:** (max. 750 words)

Enter description.

1. **Project Budget:**

|  |  |  |
| --- | --- | --- |
| **Expense Type** | **Description** (If listing more than one expense per line, itemize) | **Amount** |
| Choose from list. | Enter description. | Enter amount. |
| Choose from list. | Enter description. | Enter amount. |
| Choose from list. | Enter description. | Enter amount. |
| Choose from list. | Enter description. | Enter amount. |
| Choose from list. | Enter description. | Enter amount. |
| Choose from list. | Enter description. | Enter amount. |
| **TOTAL BUDGET** |  | Enter amount. |

1. **Other funding sources:**

|  |  |
| --- | --- |
| **External granting agencies** (Specify) | Enter description. |
|  **Requested:** |  | Enter amount. |
|  **Received:** |  | Enter amount. |
| **Other Funding** (Specify) | Enter description. | Enter amount. |
| **Total amount of GIA funds requested:** | Enter amount. |

1. **Previous GIA Awards (attach a copy of your most recent GIA report):**

|  |  |  |
| --- | --- | --- |
| **Date** | **Amount received** | **Report submitted** |
| Enter or choose date. | Enter amount. | Choose an item. |
| Enter or choose date. | Enter amount. | Choose an item. |
| Enter or choose date. | Enter amount. | Choose an item. |

1. **Research Ethics Board:**

|  |  |
| --- | --- |
| If your research involves human subjects, have you sought R.E.B. approval? | Choose an item. |
| If yes, please attached a certificate from the R.E.B. | Choose an item. |

1. **Applications for tuition:**

|  |  |
| --- | --- |
| If you are applying for tuition, please attach program documentation. | Choose an item. |

1. **Conference participation:**

|  |  |
| --- | --- |
| If you are presenting at a conference, please attach confirmation that your paper or presentation has been accepted. | Choose an item. |

1. **Application checklist:**

|  |
| --- |
| Prior to submitting this form to GrantInAid@okanagan.bc.ca, please be sure that you have: |
|[ ]  Ensured your application complies with the Grants-in-Aid Guidelines |
|[ ]  Attached all relevant documentation (previous GIA reports, REB certificates, acceptance letters, program information, etc.) |
|[ ]  If applicable, included quotes from Okanagan College Supply Management for any equipment, software or supplies for which you are requesting funding |
|[ ]  If applicable, consulted with any relevant OC departments (e.g. IT Services, Library) to ensure that items for which you are requesting funding are not already owned by the College |