



# Funding & Finances

## Budget Template

Please, download the budget template from the GSA website. This needs to be filled out as accurately as possible.

**Budget request template must be emailed to VP Service by the advertised deadline. Failure to meet this deadline will result in lack of budget allocation for the academic year and your club might not be recognition by the GSA.**

## Claiming Funds from the GSA

Clubs can only claim funds from the GSA by filling out reimbursement forms for preapproved events.

**Reimbursement forms MUST be submitted by the end of each term.** For example, if a Club needs to be reimbursed for anything in **Term 2 (Jan - Apr)** all reimbursement forms must be submitted by **1:00 PM, April 19<sup>th</sup>**. In order to obtain your allocated funding from the GSA, your club will need to submit a [Claim Form](#), in person (at the GSA office by booking an appointment) or by email, to the Director of Operation (email: [gsaesa@mcmaster.ca](mailto:gsaesa@mcmaster.ca)). The Director of Operation will be in charge of reviewing the reimbursement claims before any payment is issued.

**After a cheque has been approved for reimbursements, a cheque will then be available to the Club in the following weeks. The GSA office staff will contact the individual whom the cheque is made out to, to come get the cheque.**

## Other Funding Opportunities

[Tourism Hamilton](#) can provide a list of additional funding options for groups hosting events off-campus if your event meets their criteria.

