Gender & Sexuality Equity Center Mini-Grant Proposal Intake Form

This form is used to document your detailed budget and timeline for your project.
It is to be submitted with the Proposal Form to GSEC@cofc.edu

FALL SUBMISSION DEADLINE: 10/15
SPRING SUBMISSION DEADLINE: 2/15

Student and Project Information

Name(s) of applicant(s):

Associated College Email Addresses:

Project Title:

Course and Instructor:

Department (the dept that you will be working with to complete your project):

Brief Description of Project Purchases and Associated Costs

*Please include location of event (if applicable), number of expected attendees, target group (faculty, staff, students),
and overall purpose of project

___________________________________________________________________________________________________
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Budget Information

*If food is needed, please keep in mind that all food purchases have to be processed through Aramark. If there’s not
enough space provided, please attach an additional document for items

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<th>Item</th>
<th>Date and Time Item Needed</th>
<th>Quantity</th>
<th>Cost</th>
<th>Vendor</th>
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