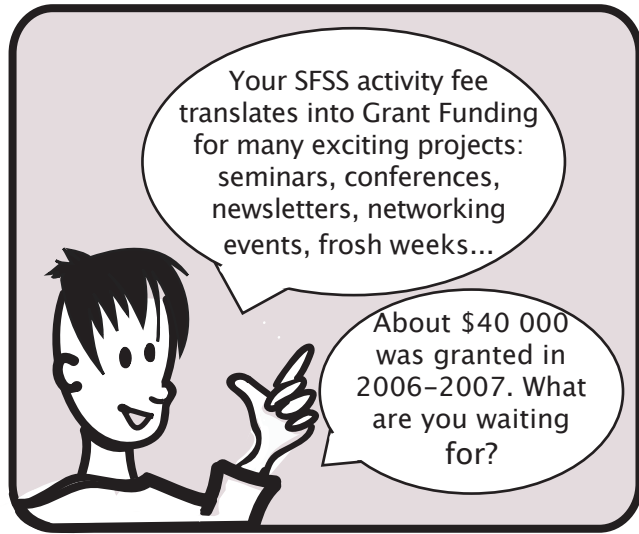


Student Union Grant Funding



SFSS Grant Funding comes from your SFSS student dues, directly back into projects organized by students, for students. There is substantial funding available.

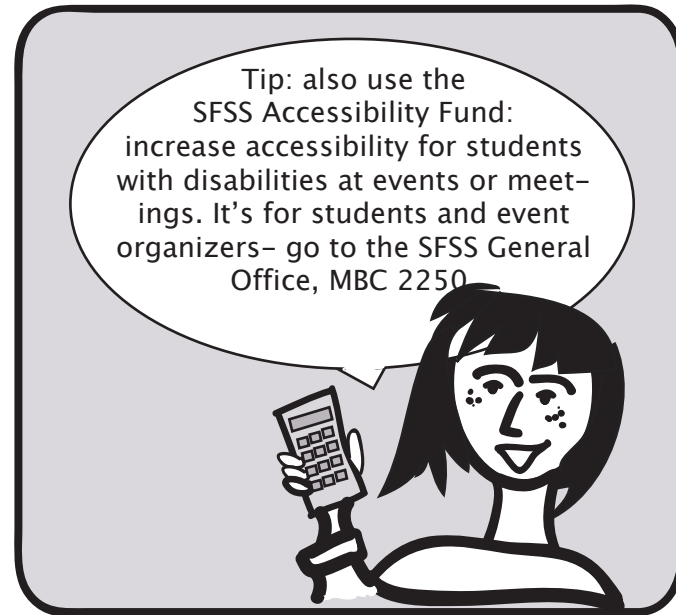
SFSS members- that's students like you- have used Grant Funding to start a bike tool cooperative, hold successful Frosh weeks, organize graduate colloquiums, initiate undergraduate conferences, publish newsletters, invite guest lecturers, present career nights, promote disability awareness, support weekly seminars, have faculty-wide DSU events, and much, much more.

There are some restrictions.

1. Grants cannot be used to fundraise.
2. Money can't be donated to off-campus organisations.
3. Grants can't be used for purely social events.
4. Some core funding must be used. This shows that the departmental student union, grad caucus, or constituency group is active in the event, and that it was approved at a meeting.
5. Groups can apply for up to \$2700 of grant funding per fiscal year. The SFSS Finance Committee may approve grants totalling more than \$2700 in one year. Groups that need more money are encouraged to pair up with another student union.
6. Grants are not approved retroactively.

The SFSS recognizes that core funding is limited for most groups, and often is inadequate for indepth projects and events.

Apply for grant funding!



Submit all proposals to the Student Union Organiser at organiser@sfss.ca.

Submit a Grant Proposal

Submitting a Grant proposal has a flexible format, but it needs to be detailed:

1. **Name and Contact info:** name of the Departmental Student Union, Graduate Caucus, or Constituency Group, and a contact person with email and phone.
2. **Description of Project or Event:** explain the nature of the event or project. This is the most important information in your proposal, because it explains how this project or event will strengthen your student union, grad caucus, or constituency group. Include past successes with organizing similar events or projects, how many people will be participating, and other relevant details.
3. **Core Funding:** you must show a financial contribution from the DSU or Caucus, which should be voted on at a meeting. This shows that the DSU is actively involved in planning the event.
4. **Diverse Funding:** describe how you have sought diverse funding sources, whether in-kind or financial- from your department, sponsors, or other sources like admission fees.
5. **Overall Budget:** show a detailed budget for the entire event. A chart can help, with revenue (income) on one side and costs on the other. Research your costs, instead of guessing.

Tip: the SFSS prefers that its student groups use SFSS services like SFSS Catering or Quad/Copyrite for printing, because those are services for run by students, for students. Your grant request can reflect those prices.

Please ask for an accurate and specific amount. Requests under \$1000 can be coordinated by the Organizer with a minimum of one weeks' notice. Requests over \$1000 are decided by the SFSS Finance and Administrative Services Committee, which meets biweekly. For this reason, please submit requests a minimum of a week before the Finance meeting, which gives you time for revisions if necessary. Grants are not approved retroactively.

Revenue for "Career Night"	Costs for "Career Night"
Core Budget Contribution: \$50	Catering: \$150 (coffee x 50 people, snacks x 50 people)
Department: \$50 in photocopies	Gifts for presenters: \$120 (\$40 x 3 presenters)
	Room at Harbour Centre: free
	Total Grant Requested: \$170

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