

Club funds are provided by students through the Student Society Activity Fee

CORE FUNDS

A Core Fund of \$20 is automatically granted to ALL registered SFSS clubs after each semesters' registration deadline. This fund may be used for minor club expenses, including: meeting materials, snacks for a club gathering, etc.

There is also a Print Fund of \$50 that can be used at the SFSS Copy Centre for any print job. Clubs must fill out a Print Submission Form and email it to go@sfss.ca along with a PDF of the document you wish to print. All AV costs must come from the \$150 AV fund which clubs will receive once per semester. Any additional AV costs can be supplemented through grants up to a certain amount.

The Core Accounts can be viewed online by the execs with the Fund/Facilities role and may be reimbursed with detailed receipts (as opposed to interac or visa slips) at the SFSS General Office.

The Operating Fund is only good for **one semester**. Any funds left over at the end of the term will revert back to the club fund pool.

GRANT FUNDS

To request a grant from the SFSS, the fund/facilities exec can access the form through the club portal. Please fill it out and either email it to us or bring it to the office. Handwritten grants will not be accepted.

Grants are intended to help fund projects and events organised by SFSS clubs for the benefit of SFU students. For example:

Eligible events/projects:



- weekly meetings
- conferences
- cultural events
- film nights
- club socials
- club banner
- advertising materials, etc...

Non-Eligible expenses:



- alcohol
- stipends for club executives
- donations
- any event where a profit is made
- expenses incurred prior to grant request

Grants will not be allocated retroactively, so you must submit your grant request form well in advance of the event.

Grant requests under \$499	Grants over \$500
<ul style="list-style-type: none"> - reviewed by GO Coordinators weekly - must be submitted <i>at least</i> 1 week prior to event 	<ul style="list-style-type: none"> - reviewed by the Granting Committee weekly - must be submitted at least 2 weeks prior to event - a club representative must attend the Granting Committee meeting

Grant money can only be used for the event/project budget which it was granted. Detailed till receipts and a completed 'Event Summary Form' must be submitted to obtain a reimbursement. Your grant will expire **30 days** after your proposed event - any funds left over will be reabsorbed to the club grant pool.

Tips for filling out the Grant Request Form...

CONTACT INFORMATION

Pretty self-explanatory - tell us who you are and the best way to reach you. Only executive officers of the club may submit requests. Please also ensure that you are requesting a grant well in advance of the event/project as retroactive grant requests will not be considered.

EVENT OR PROJECT INFORMATION

Tell us about your event/project. Is this event social, educational, and/or outreach oriented? What is the goal of the event? How do you plan on achieving this goal? How does the event/project relate to your club's mandate? Feel free to attach promotional materials and any other materials that help communicate information about the event. Please also give us an idea of how many people from the club / community you expect to attend.

Are you working with other SFU clubs or groups? Part of our mission at the SFSS is to encourage inclusiveness & community on campus. When you work with other clubs not only will you benefit from sharing costs, workload, and experience, but you will also will also enhance your grant proposal.

Who will benefit from your event/project, and how? Help us understand how your club & it's member will be strengthened by your event. How do SFU students, in general, and/or the greater community benefit?

Have you organized a similar event/project before? How did it go? If this is a recurring event, we know you have gained a lot of valuable experience. A successful annual event tends to run more smoothly, draw more people, and encourages more groups to be involved.

Is there any other relevant information you would like to tell us? If there's something relevant and valuable about your event/project that isn't covered elsewhere, write it here!

BUDGET INFORMATION

What is your budget for this event? Attach a detailed chart of revenue and cost. Please keep in mind that the grant fund is provided solely by students, so keep the budget reasonable. Below is an example of how a budget chart might look. Please be sure to include both your projected costs and expected revenue in detail:

Expenses				Revenue			
Description	Qty	Cost	Total	Description	Qty	Value	Total
Event Posters	100	\$.07	\$7	Admission - Member	40	\$1	\$40
Gift for Speaker	1	\$25	\$25	Admission - non-Member	2	\$5	\$10
SFSS Catering Pizza	5	\$17	\$85	Sponsorship	1	\$25	\$25

Have you sought or achieved other sponsorship/funding? Many groups receive help from either a corporate sponsor, a national chapter of the club, a SFSS Student Union or SFU department. When you have in-kind or monetary sponsorship for your event, it demonstrates advanced planning and indicates how important the event is to you and others.

Will you be using SFSS services? Using SFSS services is a great way to support the society that supports you! The SFSS Copy Centre is located in MBC 2260 & a catering order form can be found at the SFSS General Office or at http://www.sfss.ca/_Library/docs/Catering_Form_07.pdf.