

Proposed Guidelines for
Grant Applications

simon fraser

student society

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Table of Contents

Simon Fraser Student Society Proposed Guidelines for Grant Applications	2
Overview	2
Granting Guidelines	2
Review	8
Core Funding Thresholds For DSUs	8
Resource Costs	8
Advertising	10
Promotion: T shirts	10
Social Media.....	10
Sponsorship package.....	10
Photography.....	10
Final Report/Event Summary.....	11
Risk Assessment Checklist	11
Timeline and Revisions	12
Funding categories and limits.....	12
Payments and Cheque Requisitions	14

Simon Fraser Student Society Proposed Guidelines for Grant Applications

For Clubs, Student Unions and Groups

Overview

SFSS Grant Funding comes from your SFSS student fees put directly back into projects organized by students, for students. There is substantial funding available. SFSS members - students like you - have used Grant Funding to hold events, start a bike tool cooperative, hold successful Frosh weeks, organize career fairs, initiate undergraduate conferences, publish journals, invite guest lecturers, promote disability awareness, support weekly seminars, and much, much more.

Every year 150-200 grant applications are reviewed by the Student Union Resource Office and over 900 by the General Office with the numbers increasing every year by 20-30%. With such growth, the SFSS is working to make the application process easier, more fair and accessible for everyone. This led to a process development project led by SFSS staff and the Board of Directors. The guidelines below are a result of this work and will be reviewed and updated on a quarterly basis depending on the feedback from staff and students and the decisions made by the Board of Directors.

Granting Guidelines

Program Purpose

The SFSS granting program gives every student an opportunity to support the mission of the SFSS:

The SFSS exists to improve the academic, social, and financial experience, as well as the health and wellbeing of undergraduate students at Simon Fraser University.

The SFSS recognizes that you, the members, are an exceptionally diverse group. You all have different needs and aspirations. We want to provide you with support as well as provide an opportunity to take a leadership role in achieving this mission.

Funding Categories

All grant requests will be submitted by an individual on behalf of an SFSS group. It's important to make sure you identify yourself!

The applicant will fall into one of the following categories:

1. Club
2. Departmental Student Union
3. Faculty Student Union

The opportunity to open grant funding to external or individual applicants is currently under review as it will require a different process. Meanwhile, if you are an external group or an individual with an idea that will benefit undergraduate students at SFU we would recommend to get in touch with an existing SFSS group and invite them to collaborate. Don't know whom to contact? Ask the General office or Student Union Office staff or check the Directory of Clubs or Student Unions!

Eligibility

1. Applications demonstrate a link to the SFSS mission (4 pillars).
2. Projects are open to all SFSS members.
3. Applications are complete and adhere to the granting policies listed in this document.

Grant funds **may not** be used to:

1. Purchase alcohol.
2. Fund a class project.
3. Donate to another organization.
4. Reimburse retroactive expenses.

Key points to note:

- If you are submitting a second request, a Final Report must be accepted for the previous approved grant.
- If your project is generating revenue, it cannot benefit a private group or individual.

Application Guidelines

As the grant program is primarily issuing student dollars, we take these funds seriously. In order to make sure the funds are used to benefit the wants of the membership, your application will need to give us a clear understanding of your project. There are nine sections of the proposal that will help us understand your idea.

1. Contact information

One person will need to submit the application on behalf of the group. This individual will be the primary point of contact if the coordinators have any questions. You will need to provide the following:

- Name
- Student number
- SFU email
- Phone number
- Affiliate SFSS group
- Proposal title

The collection of personal information is subject to the SFSS Privacy Policy. If you have any concerns please contact go@sfss.ca.

2. Project/Plan

This section asks you to give us a detailed description of your project/event. You will need to describe your proposed project/event, tell us where the event is being held, and list the date. If you haven't already submitted supporting documents (this includes set up diagrams, event plans, A/V, posters etc.) with your room booking request, we ask that you do so here. You can find examples and templates here.

3. Mission of the SFSS

The Simon Fraser Student Society exists to improve the undergraduate student experience, as comprised of the following pillars created by your Board of Directors:

- Academic (Conference, networking events with faculty, workshops, etc.)
- Social (Movie nights, ice breakers, laser tag, etc.)
- Financial (networking events, career fair, workshops on finance related topics, etc.)
- Health and wellbeing (de-stressers, health workshops, social events, etc.)

All grant applications must support at least one of these pillars. Applicants are responsible for providing all the relevant information and explaining how their proposed project or event supports each of the pillars. The more pillars your proposal supports, the higher is the value of your event/project.

4. Mandate of the Club/Student Union

Here you will need to explain how your project/event will support the members of your student group. Grant support may be limited in cases where an event aligns poorly with your club's stated mandate. Examples:

- Does it support or expand your club mandate?
- Does it help your student union or group to reach your goals?

For information on the Club/SU mandate please check the Orientation training materials.

5. Success of previous events/projects funded by the SFSS

This section requires you to have submitted the Final Report from your previous grant applications. If there are any improvements taken from the previous event experience, please provide details here. If this is your first grant application, this section is not applicable. For more information, please refer to the section titled Final Report.

6. Scope of the event/project

This section requires you to outline the participants of your project/event. We will need you to breakdown the expected participation numbers into the following categories:

- SFU students
- SFU staff/faculty
- Non-SFU students
- Invited speakers/presenters
- General public

7. Collaboration

The SFSS supports and rewards collaboration between multiple student groups and SFU offices, especially for large scale events. It provides students with great opportunities to meet new people, collaborate and increase potential. Here we ask for you to list groups you may be working with on your project/event. Please note that all participating student unions are required to attach meeting minutes confirming their contributions.

8. Accessibility

All projects and events supported by the SFSS must be open to all SFSS members. Groups may apply for additional funding through the Accessibility Fund Committee for the sole purpose of funding accessibility accommodations. ([Apply HERE](#))

For more information on accessibility, please check [here](#).

9. Budget

This is the section where we need to see your detailed financial picture. SFSS policy requires at least **10 calendar days** (excluding submission and event day) to process requests under \$1,000 and **20 calendar days** (excluding submission and event day) to process requests \$1,000 and over.

Expenses

There are limitations with what we can grant you in certain categories. Many of these are listed in Appendix A. Please look at this carefully before listing your expenses so you know what to expect, but in your budget please list actual prices.

Revenue

List your revenue here. This includes ticket sales, sponsorship (internal/external), and contributions from your and/or other participating groups (core/trust/cheque). You can also list in-kind sponsorship as well, however make sure there is no monetary value attached with this type of sponsorship. If you are not earning any revenue, you may leave this section blank.

***By requesting a grant, you thereby give the SFSS the right to request and access documentation pertaining to funds earned from the event/project.

Possible expenses:

Audio Visual (AV)

List your A/V expenses here. There are links to price lists for all three SFU campuses, and also for Long & McQuade. Be specific with the equipment you want to order, and please note that listing the equipment in the grant does not constitute an order. You can order AV equipment within your room booking, or contact:

Burnaby, Vancouver, & Long & McQuade: go@sfss.ca Surrey: surrey@sfss.ca

Please make sure to submit your order at least 3 business days before the event. Please allow more time for weekend events. On the day of the event, please refer to the contact information on your MECS Event plan for on-site support.

Printing

List your printing expenses here. Please note that the SFSS will not fund printing unless it is done at either the SFSS Copy Centre or the SFSS Surrey Office. All print orders must include the SFSS logo and adhere to the SFSS Brand Guide. Please submit all of your printing requests to the Coordinator.

Food & Beverages

Please select either catered, private event/cooking class, or barbeque in this section.

For catered events at SFU Burnaby, please refer to the SFU Dining Services menu and list every item you would like in the description. Please remember to include the catering delivery time, and any other special instructions. On the day of the event, please refer to the contact information on your MECS Event plan for on-site support.

For private events at SFU Burnaby, the default is to use SFU Dining Services. However, Dining Services is aware that there are some limitations and constraints. Minimal self catering is permitted if your group is booked in a classroom and if the event is solely for your group. There is absolutely no self catering permitted in any open space (e.g.,

Convo Mall), Halpern Centre, the DFA, and the DAC. Failure to submit your catering request on time is not a valid excuse for self-catering!

For barbeques at SFU Burnaby, you will need to fill out a Temporary Permit to Operate. Applications are available in the General Office (they take approximately 3 weeks to be processed). Applicants must hold a valid Foodsafe certificate. Subsidized training is available through the SFSS (<http://sfss.ca/services/workshops>).

For events at the SFU Vancouver campuses, please refer to the SFU Vancouver catering menu. External food is not permitted at these campuses. You will be faced with a hefty fine if you attempt to self cater.

For events at SFU Surrey, there is no required caterer. Please ensure you order from a commercial kitchen, or contact surrey@sfss.ca for catering recommendations.

We understand that food is an essential need for your events. However, there are strict food contracts at SFU and we need to abide by the policies.

Please also ensure that all tips and service fees are included in your budget!

Timeline:

Lazy Gourmet (SFU Harbour Centre)

- Preliminary orders Tuesday before the event (approximately a week)
 - i.e. Event is on August 3, order is needed to be submitted by July 25
- Final numbers 3 business days before the event
 - i.e. Event is on August 3, order is confirmed by July 31

- Accommodating increases are easier, if the group requires to decrease the food ordered
 - Decreases or cancellations of food within the 3 day period will be billed at 100%
 - Decreases or cancellations of beverages within the 3 day period will be billed at 50%

SFU Dining Services (Burnaby)

- Catering guarantees are required 3 business days in advance of your event
- A minimum of 3 business days prior to the start of your event will be required for decreases in your catering order
 - Decreases or cancellations of food within the 3 day period will be billed at 100%
 - Decreases or cancellations of beverages within the 3 day period will be billed at 50%

Alcohol

We get that events are much better when there is alcohol involved. There are rules about having alcohol at your event though, and we expect you to adhere to the SFSS [Board Alcohol Policy](#) ([Board Meeting Minutes](#)). This only applies to student union core accounts, as the grant line does not support the purchase of alcohol.

What does this mean for your grant application?

Grant funds cannot cover the cost of alcohol. The minimum Core contribution (10%, details below) that is included in your grant, cannot be used to purchase alcohol. If you'd like to spend the percentage of your Core funds on alcohol, it must come from a separate allocation of funds from Core or Trust or/and the revenue you generate from your ticket sales.

Here is an example of what it can look like in a budget:

Revenue:	Expenses:
Core contribution towards grant: 50\$	Catering: 500\$
SFSS Grant: 500\$	Printing of promo materials: 60\$
Department Contribution: 100\$	Decorations: 40\$
Ticket sales: 500\$	Alcohol beverages: 590\$ (Core plus ticket sales)
Core contribution for alcohol: 90\$ (30% of semester Core allocation)	
Total: 1240\$	Total: 1240\$

The total revenue and the total expenses are matching. Alcohol expenses are covered by the ticket revenue and the core contribution specifically allocated and calculated for this purpose, which is confirmed by the student union meeting minutes.

If you would like to request additional funding for alcohol (up to 50% of semester core allocation), please submit a written request to the Coordinator. Your request will be passed over to the Board of Directors for review and approval. Please note that the request has to be added to the meeting agenda at least one week before the next Board meeting, so please submit it in advance.

Equipment and Materials

Please list any equipment or other materials you need. Examples can be found here. On the day of the event, please refer to the contact information on your MECS Event plan for on-site support.

Transportation

Support for transportation is limited to partial subsidies only. Please list your transportation needs. Examples are included in the online form.

Review

For online applications:

At the end there is an opportunity for you to review your application before submitting it. There is also a “save as draft” button throughout the entire application if you decide you want to come back to it at a later time. Keep in mind that multiple drafts of your grant are not considered applications yet and do not count towards the 10 and 20 calendar day timelines. The top right of the review page will calculate your requested grant amount, which is the difference between your expenses against revenue. Please look over your application and make sure all of the information is correct.

Grant Application Review/Evaluation

Once you have submitted a complete application, the appropriate coordinators will be reviewing your grant and notifying you of the approval amount by email. You can also view your grant status in your online portal. The application will be reviewed question by question, with the help of a rubric and coordinator’s discretion. The grant is either approved or sent back for revision if certain components are ambiguous or ineligible.

Appeals Process

Grants may be appealed if you feel that your application was reviewed unfairly. Please complete the [Appeals template form](#) and submit it to one of the Coordinators. The Appeal will be reviewed by the CEO and/or the Board of Directors and you will be notified by email.

Core Funding Thresholds For DSUs

At least 10% of the grant amount must be contributed from core funds. For example, if you want to apply for \$100, you would need to contribute \$10 from your core account. Your grant amount would be \$90.

Please refer to the Alcohol Policy linked above if you want to fund alcohol purchase.

Resource Costs

The links below provide extensive cost details for common expenses (Burnaby, Vancouver & Surrey):

Room/Open Space Bookings

Burnaby and Vancouver - please book through the Portal or by contacting go@sfss.ca. [Surrey Room Booking Rates](#)

Audio Visual

[A/V in Burnaby](#)

[A/V in Vancouver](#)

[Surrey Room and AV Booking](#)

Facilities

Room, AV, and facilities costs are subject to change if you are working with an external group. All of the rates provided here are internal costs, but you could be charged double if you are:

1. Working with an external group
2. Charging tickets
3. Hosting a large scale event (e.g., a conference)

Printing

All printing must be done through the SFSS Copy Centre. Limited print jobs can be done at the SFSS Surrey Office. Please see all printing information here: <http://sfss.ca/services/copy-centre/>

[Printing Order Form](#)

Please send the form along with your documents to print to the appropriate Coordinator (General Office for Clubs and Organiser for Student Unions and Groups). Once approved, your order will be sent to the Copy Center.

Fencing

SFU has a preferred vendor for fencing at the Burnaby campus. There is no fencing permitted at the Surrey and Vancouver campuses.

<http://www.moduloc.com/en>

Bus Rentals

Here are a few examples of successful service providers:

1. Wescan Charter Bus Lines, Delta, BC.
wescantours@dccnet.com

Sample Trip Cost: Trip to Portland, OR. 3 days service, 48 seats bus. Total price: \$3,800.00.

2. Lynch Bus Lines
info@lynchbuslines.com

Request a quote here: <http://lynchbuslines.com/quotes-faqs/>

If you find a better deal elsewhere, please ensure that the vendor has liability insurance and can provide a receipt for their services. This receipt will be required for your cheque requisition.

Advertising

We understand that advertising is a key component to the success of your event. Please ensure to adhere to the [policies](#). Non-adherence could jeopardize the likelihood of grant approval for future requests.

Promotion: T shirts

T-shirts can be subsidized by the grant fund. Limits apply, so be sure to check the Funding Categories and Limits.

Sample vendor:

StitchWorks.ca

Web : www.stitchworks.ca

Twitter : <https://twitter.com/Stitchworks>

Sample prices: T-Shirts at \$4.02 each, Fleece hoody \$14.65 each. Screen printing (of your logo) \$3.10-\$3.82 per item. Shipping: \$20.00.

Social Media

If you want your group to be featured on the SFSS Facebook page, or have any of your events promoted on social media, our Communications department can help! Work Order for SFSS Communications office can be found [HERE](#)

The grant fund can help with the purchase of a variety of social media channels including website domains, Snapchat filters, Facebook promotion etc. Please check the Funding Categories and Limits section for more information.

Sponsorship package

If you are seeking outside sponsorship, we have sponsorship packages available to assist you. **PENDING approval**

Photography

We don't have an official photographer at the SFSS, however the grant fund can partially cover costs for a photographer/photographic material. This could be in the form of an honorarium. Please check the Funding Categories and Limits for more information. We can also help you find volunteers and provide recognition.

Consent forms are available here: [Consent Forms Template](#)

Final Report/Event Summary

Once your event or project is completed, you have 30 days to fill out and submit your Final Report. The template can be found [here](#) (pending review).

Please ensure to demonstrate how you measured the success of your event and supply all necessary documents.

Once your report is completed, you can submit cheque requisitions and get reimbursed for your expenses. They have to match what was indicated in your Final Report and the approved budget of your event/project.

***Please note that no cheque requisitions will be processed until the Final Report is submitted. Expenses that need to be paid before the date of the event (e.g. deposits) will be reviewed on a case by case basis.

The accuracy of your Final Report will determine the success of your next grant application. If you encountered any problems during your event or project work, make sure to address it in your report and explain how you are planning to avoid this in the future.

What to do if you did not organise the previous event? With high turnaround in groups, we understand that sometimes you were not the organiser of the previous event. It is possible that you did not even attend it. However, please make sure to collect all the information you can, contact the people who attended the event or participated in any way, and compile everything you can for the report. Your group is responsible for reporting on previous events even if the whole team is brand new.

Risk Assessment Checklist

Please check this list below, and if your event incorporates any of the following you must complete a Risk Assessment form:

1. Alcohol
2. Animals
3. Events of sensitive nature
4. Handling food
5. Moderate to extreme physical activity (e.g., ice skating, horseback riding)
6. Travelling

Access the Risk Assessment form [here](#).

In some cases, you may need participants to sign a waiver form. A template can be found [here](#).

The event organizer is responsible for bringing signed waiver forms to the appropriate coordinator before your event date, where possible.

Timeline and Revisions

For Grants up to and including \$1,000.00 the turnaround time will be 10 calendar days through the Student Union or General Office.

Grants strictly greater than \$1,000.00 up to and including \$3,000.00 will be approved by the SFSS CEO and have an expected turnaround time of 20 calendar days.

Any amount strictly greater than \$3,000.00 will be approved by the SFSS Board of Directors and have an expected turnaround time of 20 calendar days.

All turnaround times do not include the day of submission and the day of the event. Your proposal might be sent back for revision if information is missing and/or the project is not eligible. Only once the **full** application is received the proposal is considered submitted.

Funding categories and limits

A/V and FacMan: grant can cover all reasonable costs for A/V (For clubs: once the A/V fund for the semester has been used)

Banners: Up to \$300 for a vertical upright banner and \$200 for a horizontal banner, used for promotion. Banners must benefit all events. The grant fund cannot fund a banner for one-time use. Banners can only be ordered from the SFSS Copy Centre and must be approved by the SFSS Communications coordinator. Grant applications for banners must include the draft of the banner graphic. A maximum of 1 banner per club/SU/CG can be covered by grant funds every 5 years (exceptions: theft/damage/name change, etc.)

Clubs/DSU days: Maximum of \$40.00 for supplies, candy, etc. No additional funds for swag.

Decorations: Up to \$50.00 for club/SU/CG events. Up to \$100.00 for large-scale Formal events with over 100 attendees.

Promotions: Up to \$80.00 for additional advertising (e.g. social media)

Food: Limitations depending on the type of the event. Must use SFU catering in Burnaby and Vancouver, except for snacks. In Surrey food orders must come from a commercial supplier.

Catered meetings: up to \$25.00/weekly meeting for supplies and food, up to \$50.00 for monthly meetings. Limit of 5 catered meetings per semester (weekly or monthly).

Clubs Events 6\$/person for the 1st event of the semester, 5\$ for the 2nd, 4\$ for the third and so on.

SU/CG Events 6\$/person per event.

Encourage members to pay a small fee to help subsidize food costs.

Prizes: Maximum \$25.00 per event. Encourage sponsorship and prize donations.

Honorariums/Speaker Gifts: Up to \$400.00 per semester.

Religious text: Will fund if it is a necessary resource for club functioning. Will not fund if distributing.

T-Shirts: May fund up to \$10.00 per member, to a maximum of \$200.00 per semester.

Travel and Parking fees: Up to \$10.00 per member/participant for group travel purposes (e.g., bus or parking). Will not subsidize gas expenses.

Alcohol: No grant funds can be used for the purchase of alcohol. Trust funds can be used without limitations. Please refer to the Alcohol Policy section of this document for further clarifications.

Only for DSUs: Grant applications under 50\$ will not be approved and must be paid from Core. (SU only until Clubs Core restructure is finalized)

Typically events/projects will be granted funds according to these limits per item up to a maximum of:

\$2,000.00 for large-scale conferences on campus (50+ attendees from SFU)

\$1,500.00 for Journal publishing

\$2,500.00 for large-scale Formal events (100+ attendees from SFU)

\$3,000.00 trips outside Metro Vancouver

\$1,000.00 large scale social events and pub nights (75+ attendees)

All applications exceeding these amounts will be reviewed on a case by case basis.

Payments and Cheque Requisitions

Different expenses for your projects and events will be paid differently.

For room charges, A/V, SFU catering and printing services SFSS will be billed internally and we will pay the bills from your appropriate accounts (Grant, Core, Trust).

Other expenses would work on our usual reimbursement system, which means that you will need to fill out a cheque requisition (can be found [HERE](#)), attach your original itemized receipts and meeting minutes confirming this expense. For grants, you can attach your application budget as a confirmation. Instructions on how to fill out a cheque requisition can be found [HERE](#).

If part of your expenses are honorariums for speakers, performers or other services, you can fill out the honorarium form in place of original itemized receipt. The form can be found [HERE](#) and it must be signed by the person who provided the service. The honorarium form will then be attached to the cheque requisition and the cheque will be sent to the person who provided the service. Please do not pay the performers in cash if they are not able to provide receipts!

Cheque requisitions may take up to 2-3 weeks to processed. Once your cheque is ready to pick up, you will receive an email from the General Office.

If your expense is lower than 50\$, you should get reimbursed with cash, so you won't need to wait for a cheque to be cut. To do that, just bring your receipts and minutes to the General Office in MBC 2250.

****Please note that grants are subject to budget approval and funds availability. The SFSS reserves the right to reject grants if the budget has been exhausted and reallocation request was not approved by the Funding Committee.****

****These guidelines are subject to change based on client feedback and Board review.****