

These guidelines are meant to provide a clear description of the granting programing, and the process by which applications are evaluated.

SFSS  
Accessibility  
Grant  
Program  
Guidelines

Simon Fraser Student Society

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**simon fraser**  
**student society**

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# 1. PROGRAM PURPOSE

The purpose of the Simon Fraser Student Society (SFSS) accessibility granting program is to increase the accessibility of, and removal of barriers to, campus activities and events for students with disabilities.

Established in 2005, the SFSS created a student society fee to support this work. It makes a portion of this funding available to anyone wishing to support the SFSS in this work, including SFSS members host their own events.

For the purposes of this program,

- ‘disability’ is defined as long-term or episodic physical, mental, intellectual, sensory, or communication need, visible or invisible, which in interaction with barriers may hinder a person's full and effective participation in society on an equal basis with others,
- ‘barriers’ are defined as attitudinal, environmental, and organizational structures and practices that prevent a student with a disability from participating in activities, accessing services, and being accepted by others, as much as students without disabilities, and
- ‘accessibility’ is defined as countering and eliminating barriers by providing specific accommodations; changing attitudes, environments, structures and processes; and implementing practices of universal design.

# 2. ELIGIBILITY

1. Accessibility grants must only be awarded for use in improving the accessibility of, or reducing barriers to, participation in events on campus. However, grants may be awarded for projects improving the accessibility of, or reducing the barriers to, events in general. For example, a capital project that will achieve this goal for all event and activities.
2. Only SFSS members may submit grant requests.
3. Successful applicants must submit a post-event report.
4. Any SFSS member submitting an application must complete the SFSS Accessibility Grant module available on the SFSS Orientation Canvas course.

# 3. PROPOSAL GUIDELINES

As all funds and resources of the SFSS are contributions made by its membership. The SFSS takes very seriously their use. To ensure that the all resources are used to the greatest benefit of the membership, and in a manner consistent with the wants and needs of the membership, all applications must provide clear answers to all questions on the application form.

This section of the guide will explain what you must do in each section of the application form, to best position your application for approval.

## 3.1 APPLICANT INFORMATION

Though a grant request may be submitted in support of a group, each request must be submitted by one individual person, who is to be accountable to the Society regarding the grant. Applicants must be members of the SFSS.

To ensure applicants are eligible and the Society is able to contact those individuals regarding the grant, applicants must provide the following:

- Name
- Student Number
- Telephone
- Email

### 3.2 TYPE OF APPLICATION

In this section, you will be asked to describe the type of accessibility grant you are requesting; and, where the grant is intended to increase the accessibility of, or reduce barriers to, a specific event, you will be asked to provide details on the event.

In question 2.1, you must state whether your grant is to help with events and activities generally, or to help some specific event or activity. Some examples of specific events may be a movie night, pub night, a conference, a journal publication, and a student union election or referendum. To help with a *specific event or activity* is to help a specific movie night or conference reduce the accessibility barriers it may face. *Events and activities in general*, on the other hand, improvements to space, tools, and processes that would reduce barriers to many or every event or activity, for instance, an accessible elevator in the Student Union Building.

If you are seeking to improve accessibility generally, you can skip to Section 3. If you are seeking to improve the accessibility of a specific event, you must complete the remainder of Section 2.

In question 2.2, you are asked to state whether or not a person has already communicated to the event organiser that they, or some other confirmed attendee, has requested an accessibility accommodation. If you answered 'Yes', that means that you know that a person is attending and needs a specific accommodation.

Questions 2.3 and 2.4 are included to get some details on the event that requires accessibility support.

Question 2.3 given you the opportunity to reference an existing SFSS grant application where you would have already provided details on the event in question. If you have also requested an SFSS grant in support of this event, you can simply include the reference number of the grant in question 2.4.

If you have not requested an SFSS grant, you can skip question 2.4, and answer question 2.5. In question 2.5, you must provide a description of the event or activity for which you are seeking to support, or the way in which you intend to support the hosting of accessible events and activities generally. Your description must provide a clear answer to what are often referred to as the '5 Ws': 'who', 'what', 'when', 'where', and 'why.'

- In answering the 'who' question, you should detail who you expect will attend your event, how many people you expect will attend, and any groups with whom you will be working (e.g. other student groups, SFU departments, other student societies on campus, etc.).
- In answering the 'what' question, you should detail what will happen during the event or activities. For example, are you hosting a conference, movie night, departmental party, faculty formal, sports competition?
- In answering the 'when' question, you should provide the precise date and time of the event and activities you or your group will be hosting.
- In answering the 'where' question, you should note the location at which the event will be hosted.

- In answering the ‘why’ question, you should explain how you think this event or activity will improve the experience of undergraduate students at SFU. To get a clear idea of the mandate of the SFSS, and what it means to improve the undergraduate experience, review the SFSS Governance module in the SFSS Orientation Canvas course.

### 3.3 ACCESSIBILITY GRANT REQUEST DETAILS

In this section, you will be asked three questions. The first will ask you to answer whether or not you have received notice from any SFSS members communicating their desire to attend the event, or any request that special accommodations be made to cater for someone with a disability. For this question, simply note whether or not someone has approached you and asked for a specific accommodation, or if you are just trying to ensure that supports are available if needed.

The second question will ask you to list the features of the event that may create barriers to participation by students with disabilities. For this section, refer back to the description you provided of the event, and note what aspect of the event may create obstacles.

The third question will ask you to list the specific supports you intend to provide and the cost of each. For this question, simply list items like wheelchair ramps and interpretation services, along with the cost, that you are seeking to make available. To show you have done your homework, submit your application with a copy of the estimate or price of the service made available by the service provider.

## 4. REVIEW PROCESS

The SFSS is committed to conducting fair and transparent evaluation processes of all SFSS Accessibility Grant Requests. You can find copies of the evaluation form used by grant application evaluators where you found this guide (on the SFSS website – [www.sfss.ca](http://www.sfss.ca)).

### 4.1 GRANTS FOR SPECIFIC EVENTS OR ACTIVITIES

| Criteria   | Description  |
|--|--|
| Location is confirmed  | The location of the event or activity should be confirmed by the time you apply for a grant.   |
| Event or activity is on campus   | Events eligible for accessibility grant awards must be held on campus. You must confirm that the event or activity is held on campus.  |
| Catering, license and security requirements are met                                      | You must confirm that any catering, licenses, or security requirements required by your event or activity are acknowledged and   |
| Event date is far enough into the future to allow for the grant processing requirements  | Grants take time to review, evaluate, and approve. In order to approve an accessibility grant, the event must be far enough into the future to ensure that there is sufficient time to process the request. Normally, two weeks is a good rule of thumb. |
| Supported documentation is provided in full and follows SFSS policies (e.g. for posters) | In some cases, event and activity descriptions will include requirements around licensing, room layout, insurance, etc. Where this is the case, all such   |

| Criteria  | Description  |
|---|--|
|   | required documents must be attached to the application.  |
| Stated support for the 4 pillars of the SFSS mission are reasonable   | While it is important to show that any event for which you are seeking to provide accessibility support should be linked to the SFSS mission, it is important that a description of that link be reasonable. It is not sufficient to write something in the box. The purported link must be clear and evident.   |
| Applicant has stated the mandate of the group hosting the event and the event or activity supports that mandate   | Is the event being hosted tied to the mission of the group hosting it. It is important that groups work to further their purpose. Where the goal of the event or activity, and the purpose of the group hosting it are consistent, it may not be reasonable to support the event.  |
| Final reports have been submitted by the applicant or group hosting the event for previously awarded grants   | <p>If you or the group(s) that is hosting the event have ever received SFSS grants and accessibility grants in the past, you are only eligible to receive another if you have submitted a post-event report.</p> <p>You must provide a report to the SFSS to allow it to report to the membership what is being done with the funds they contribute.</p> <p>Un-submitted reports will bar individuals and groups from receiving any further funding.</p> |
| Cheque requisitions for the previously awarded grants to the applicant or group hosting the event have been submitted   | <p>Any previously awarded grant must have been completely processed before another can be approved.</p> <p>All funds are disbursed as re-imburements. If previous reimbursement requests have not been submitted, no new grants may be approved.</p>   |
| Previous event and activities hosted by the applicant or group did not experience significant negative incidents; or, where they did, a plan has been developed to address any such future occurrence | <p>If the individual or group hosting an event has hosted others in the past that have struggled in some regard, it is important that any newly proposed event have some plan in place to address any recurrence of that issue.</p> <p>Simply, if you had a problem before, be sure to have a plan to avoid ever having that problem again.</p>  |
| Previous event and activity attendance expectations were met  | If the individual or the group hosting the event or activity has hosted others in the past, did they meet the projected attendance. How close were they?   |

| Criteria  | Description  |
|---|--|
|   | This will help the evaluators judge the reasonableness of the current projections.   |
| Budget was based on participation numbers of SFU students, staff and invited guests | In developing projected expenses and revenues, it is important that these numbers be reasonable. It is important that the expected revenue or expenses be calculated on the basis of the project attendance.<br><br>For example, project \$1,000 in ticket sales, at \$5/ticket doesn't make much sense if you expect 20 people in attendance. |
| Budget is reasonable  | The project revenue and expenses must be reasonable. For instance, a \$1,000 door prize of diamond jewelry is not reasonable for an event subsidised by a student society.   |
| Budget is balanced (projected revenues = projected expenses)                        | Make sure your project revenue is equal to your project expenses.  |
| <i>Add a point for each SFSS group that is contributing to the event</i>            | The more student with which you collaborate, the stronger your application will be. You will get an additional point for each student group that participates in your event or activity.   |
| All required meeting minutes are attached   | If you are submitting an application on behalf of a student group like a student union or club, make sure that the minutes that record the decisions of your group that pertain to the event are included with your grant application.   |

#### 4.2 GRANTS FOR EVENTS AND ACTIVITIES IN GENERAL

| Criteria  | Evaluation   |
|---|--|
| Information is complete.  | If you skip questions, you will weaken your application. You must be sure to answer all applicable questions.  |
| Information is clear.   | It is not sufficient to simply write something in the applicable boxes. You must provide clear, readable, complete answers that will allow an evaluator to understand your answers.                  |
| The challenge to accessibility for disabled students is explained.                      | It is important that the evaluator understand precisely the accessibility challenge to which you are trying to respond. Grants will not be awarded if there is not clear plan or need for the funds. |
| The budget for the accessibility accommodations are listed.                             | You must clearly list how the money will be used. Having already listed the accessibility challenges you are responding to, you must now explain how you are going to meet those challenges.         |
| The applicant has indicated the number of people impacted by the accessibility barrier. | The amount of funding that you may access will depend upon the number of people that will be   |

| Criteria  | Evaluation   |
|---|--|
|   | <p>served and impacted by your accessibility plan, and the extent to which they will be impacted.</p> <p>The goal isn't necessarily to serve the greatest number, but if the numbers are small, we want to make sure there is a significant impact for that group.</p>   |
| The grant value is reasonable given the number of people impacted                           | The scale (number) and scope (depth) of impact will influence the funds made available. It is important to ensure that common sense inform your request.   |
| The estimates from service providers are included with the cost breakdown.                  | It is important that cost estimates for accessibility supports be informed. To show that you have based your estimates on actual prices listed by service providers, include and estimates or price listing that you used to inform your budget.   |
| Previous grants provided to the proponent resulted in the submission of an adequate report. | <p>If you or the group with which you are working have ever received an SFSS grant or accessibility grant in the past, you are only eligible to receive another if you have submitted a post-event report.</p> <p>You must provide a report to the SFSS to allow it to report to the membership what is being done with the funds they contribute.</p> <p>Un-submitted reports will bar individuals and groups from receiving any further funding.</p> |
| Applicant is a member.  | Only members may apply for an SFSS accessibility grant.  |

## 5. APPEALS PROCESS

The SFSS Grant Program is an open, fair, and transparent process. It puts SFSS members (undergraduate students at Simon Fraser University) first. However, because even the best processes, and best-intentioned administrators are subject to error, the SFSS makes available an appeals process to applicants who feel that their submissions were misunderstood, or feel the evaluation was not conducted consistently with the evaluation criteria listed in this guide.

### 5.1 ELIGIBLE GROUNDS FOR APPEAL

Only two reasons are deemed acceptable grounds for appealing a decision.

1. The review process did not understand the proposal as it was submitted.
2. The evaluation was not processed using the standard evaluation form, or on the basis of the evaluation criteria as described.

### 5.2 INELIGIBLE GROUNDS FOR APPEAL

1. Changes were made to the proposal after its submission.



2. The applicant disagrees with the score they received.

### 5.3 APPEAL PROCESS

The appeals process is administered by the Accessibility Fund Committee.

An applicant who feels that their application was misunderstood or was not processed in a manner consistent with the process described here, may submit an appeal to the Accessibility Fund Committee via email to the Accessibility Designate Assistant.