

## 1. CALL TO ORDER

Call to Order – 11:31 AM

## 2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Accessibility Committee Composition

VP Student Services (*Chair*) ..... Jimmy Dhesa  
VP University Relations ..... Erwin Kwok  
Faculty Representative (Communications, Art, & Technology) ..... Juvina Silvestre  
Faculty Representative (Education) ..... Jamie Zhu  
Student At-Large ..... Paige Nock  
Student At-Large ..... Vivian Ly

### 3.2 Society Staff

Administrative Assistant ..... Zoya Nari  
Accessibility Worker ..... Alyssa Chan  
Campaigns, Research, & Policy Coordinator ..... Pierre Cassidy

### 3.3 Guests

Faculty Representative (Arts & Social Sciences) ..... Jackson Freedman

## 4. ADOPTION OF THE AGENDA

### 4.1 MOTION AFAC 2018-01-22:01

**Vivian/Jamie**

*Be it resolved to adopt the agenda as amended.*

- To add under Discussion as 7.5: Parking Lights

**CARRIED AS AMENDED**

## 5. MATTERS ARISING FROM THE MINUTES

### 5.1 MOTION AFAC 2018-01-22:02

**Juvina/Paige**

*Be it resolved to receive and file the following minutes:*

- Accessibility Committee 2017-11-27.pdf

**CARRIED**

## 6. NEW BUSINESS

### 6.1 SFSS Accessibility Grant Program Policy – MOTION AFAC 2018-01-22:03

**Juvina/Jamie**

*Be it resolved to recommend the SFSS Accessibility Grant Program Policy for endorsement at the next Board meeting.*

*Be it further resolved to request review of the language of the documents.*

**CARRIED AS AMENDED**

- Refer to attachment
- This policy contains operational content, therefore the Board can only endorse it
- Suggestion:
  - To possibly have a simplified version of the document that summarizes the policy
- Friendly amendment: from approval to endorsement and add a request review of the language

## 7. DISCUSSION

### 7.1 Disability Movie Night

- Engaged with students via discussion
- Discussion was extended during the movie

### 7.2 Accessibility Funding for SFU Climbing Walls

- An external group: Adaptive Climbing Society, wishes to use the SFU climbing wall to host an event
- An external granting process has not been finalized yet, hence the committee is unable to approve external granting
- Suggestion:
  - Event to be referred to SFU as it is their facilities

*\*Erwin Kwok arrived at 12:04 PM\**

### 7.3 Disability Peer Space

- No disability based groups submitted a form for a designated space in the new Student Union Building
- The new Student Union Building has been made accessible for students
- Suggestion:
  - To possibly advocate for a disability peer space on SFU campus

### 7.4 Semester planning

- Long Term Goals
  - To increase on campus presence
  - Disability Peer Space
- Short Term Goals
  - Engagement events
  - To have tabling events

### 7.5 Parking Lights

- Currently an absence of lights in certain areas of the parking lots

- Concerns:
  - A lack of security at night
- Suggestion:
  - To advocate the idea to SFU
  - To update the committee on funding options

## 8. ATTACHMENTS

- 2018-01-03 Accessibility Granting Program.pdf
- 2018-01-03 BN - Accessibility Granting Program.pdf
- Accessibility Grant Evaluation Form (1).pdf
- Post-Event Report (1).pdf
- SFSS Accessibility Grant Appeal Form (1).pdf
- SFSS Accessibility Grant Application Form (1).pdf
- SFSS Accessibility Grant Program Guidelines (1).pdf

## 9. ADJOURNMENT

**MOTION AFAC 2018-01-22:04**

**Vivian/Paige**

*Be it resolved to adjourn the meeting at 12:26 PM.*

**CARRIED**



## MSP-X: ACCESSIBILITY GRANTING PROGRAM

POLICY TYPE: MEMBER SERVICES POLICIES POLICY TITLE: ACCESSIBILITY GRANTING PROGRAM POLICY REFERENCE NUMBER: MSP-X		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Board President		
Chief Executive Officer		

### Policy

The Member Services Coordinators - Clubs are responsible for the administration of the Accessibility Granting Procedure.

The Accessibility Designated Assistant will be the primary point of contact for member enquiries about the program, and Accessibility Fund Committee questions about the granting requests.

The Accessibility Fund Committee will approve recommendations for fund disbursements and hear appeals from proponents.

### Standards

1. Accessibility grants must only be awarded for improving the accessibility of, or reducing barriers to, participation in events and activities on campus. Proposals may do so for events and activities generally, rather than any one specific event or activity. For example, capital project meant to increase accessibility generally, for all projects, are eligible.
2. Only SFSS members may submit grant requests.
3. SFSS members may submit grants for activities and events hosted in coordination with other student and community groups.
4. Successful proponents must submit a post-event report.
5. Proponents must complete the SFSS Accessibility Grant module.
6. Appeals to the results of a grant request applications will only be considered where the application as submitted was misunderstood, or where the evaluation of application did not follow the correct evaluation process.

## Clients

7. SFSS members

## Process

8. The Accessibility Designated Assistant will receive email Accessibility Grant Applications and forward complete requests to the Member Services Coordinators - Clubs or their designate for review.
9. The Member Services Coordinators will:
  - a. confirm that the proponent is a member of the SFSS,
  - b. confirm that the proponent has successfully completed Accessibility Grant module of the SFSS Orientation Canvas course,
  - c. evaluate the grant request using the Accessibility Grant Evaluation Form, and
  - d. send the completed Accessibility Grant Evaluation Form to the Accessibility Designated Assistant.
10. The Accessibility Designated Assistant will:
  - a. where the grant request is recommended for approval, submit the grant request and the evaluation form to the Accessibility Fund Committee Chair for inclusion on the next meeting agenda, and communicate the meeting time of the committee to the proponent,
  - b. where the grant request is not recommended for approval, email the proponent, notifying them of the decision, and offer a meeting to review the evaluation and opportunity for resubmission.
11. Where provided with a recommendation for the approval of an Accessibility Grant Request, the Accessibility Committee Chair will:
  - a. call a meeting of the committee,
  - b. moderate a committee review of the recommendation,
  - c. hear any contributions the proponents may wish to add to the discussion,
  - d. ask the proponent any further questions if they are present, and
  - e. vote on the approval of the recommendation.
12. Where a grant request has been denied, and where an appeal has been submitted that includes some evidence that the application was misunderstood, or that the evaluation criteria were not properly followed by the evaluator, the Accessibility Committee will review appeals.
13. A feedback form will be made available to all clients submitting Accessibility Grant applications.

# BRIEFING NOTE

## *ACCESSIBILITY GRANTING PROGRAM*

### ISSUE

There is currently no clear process for, or information on, the submission of accessibility grant applications, making the accessibility grant application very inaccessible.

### BACKGROUND

In 2005, an student society fee was created in order to fund initiatives to increase the accessibility of, and reduce the barriers to, events and activities on the SFU campuses by student with disabilities.

While the SFSS demonstrated a keen interest in supporting students with disabilities, it did not establish a clear process for how it would do that. At various times, the Board established a committee of variable composition that approved requests for funds from students, non-students, and external organisations, without any clear reporting requirements that would allow it to know whether the grants had succeeded in achieving their intended purpose.

At other times, requests were administered on an ad-hoc basis by the Club and Student Union coordinators, who used a form housed at different locations on the website, again without a clear reporting component.

Typically, the goal of reducing barriers and increasing accessibility has been limited to understanding and providing funds to groups hosting activities and events.

### CURRENT STATUS

An at-large member of the Accessibility Fund Committee noted during a meeting that it was not possible to find any guidance online regarding the accessibility granting program. She wanted to submit a request, but neither the staff nor the committee could provide her with the guidance on the necessary steps to submitting such a request, or having that request evaluated.

This was communicated to the CEO, who delegated this issue to the CRPC.

### KEY CONSIDERATIONS

1. The student society fee collected in support of the SFSS Accessibility Program is significantly under-utilized.

2. There are currently no policies establishing standards for the awarding of accessibility grants or otherwise using the fund.
3. There are currently no processes nor procedures on the administration of grant requests that are submitted in an ad-hoc manner.
  - a. The existing form for grant requests are made available on the website, though these are housed on the club and student union sections of the website in inconsistent locations.
4. With few exceptions, accessibility programming has been the collection of funds from members, and the occasional disbursement of those funds to others in the form of grants.

## OPTIONS

1. Cancel the student society fee.
2. Develop basic standards, processes, and procedures for the administration of a granting program, ensuring that the members are made aware of its availability.
3. Develop alternative programming options for the use of the student society fee.

## RECOMMENDATION

In the short-term, I recommend Option 2.

- Drafts of the following have been developed in support of Option 2:
  - Accessibility Grant Program Policy, which contains the basic standards for the accessibility granting program, and attributes areas of responsibility to specific staff members in the administration of that program. If the policy is approved, basic standard operating procedures would need to be developed for the relevant offices.
  - Accessibility Grant Program Guidelines, which contains basic guidance for members wishing to submit an application,
  - Accessibility Grant Application Form, which members may use to submit applications,
  - Accessibility Grant Evaluation Form, which provides the basic evaluation matrix for staff to recommend to the Accessibility the approval of submitted applications,
  - Accessibility Grant Appeal Form, which unsuccessful proponents may use if they feel their rejected applications was not evaluated according to due process,
  - Accessibility Grant Report Form, which successful proponents may use after the hosting of their event.

In the long-term, I recommend Option 3:

- The CRPC should undertake some research into accessibility issues generally, and into the research already conducted by post-secondary institutes in the provision of supports to the community of students with disabilities. After surveying what needs have been identified, and what needs are not currently being met by the Society and University programming already in place, the CRPC should develop a proposal for addressing the needs not currently being met.

- The CRPC should undertake some research into identifying and creating opportunities for communication with the community of disabled students at SFU and their needs.

## NEXT STEPS

1. Approve policy
2. Review areas of responsibility with affected staff
3. Have affected staff develop draft standard operating procedures for the administration of the granting program. Coaching could be made available.
4. Develop a Canvas module on the basis of the guidelines document.
5. Create a section on the SFSS website, under Services, where information on the two SFSS granting programs are to be housed.
6. Have the Communications Department develop a communications strategy to communicate to the members the availability of the program, making use of the Accessibility Committee as an engagement tool.
7. Establish the priority level of research into a more substantial Accessibility Program for the SFSS to the office of the CRPC.



# SFSS ACCESSIBILITY GRANT PRELIMINARY EVALUATION

## GRANTING EVALUATION MATRIX

To be recommended for approval, an accessibility grant request should score at least 15. Applications that do not meet this minimum standard, but show potential may be coached and invited to resubmit by the Accessibility Designated Assistant.

## EVALUATION OF GRANTS FOR SPECIFIC EVENTS AND ACTIVITIES

Criteria	Evaluation	Points	Value
Location is confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Event is on campus	<input type="checkbox"/> Yes <input type="checkbox"/> No	Necessary condition /1	If 0, grant may not be approved
Catering, license and security requirements are met	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Event date is far enough into the future to allow for the grant processing requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Supported documentation is provided in full and follows SFSS policies (e.g. for posters)	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Stated support for the 4 pillars of the SFSS mission are reasonable	<input type="checkbox"/> Yes <input type="checkbox"/> No	Necessary condition /1	If 0, grant may not be approved
Applicant has stated the mandate of the group hosting the event	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Event or activity supports the mandate of the group hosting the event	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Final reports have been submitted by the applicant or group hosting the event for previously awarded grants	<input type="checkbox"/> Yes <input type="checkbox"/> No	Necessary condition /1	If 0, grant may not be approved
Cheque requisitions for the previously awarded grants to the applicant or group hosting the event have been submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	

Criteria	Evaluation	Points	Value
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	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Previous event attendance expectations were met	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Budget was based on participation numbers of SFU students, staff and invited guests	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Budget is reasonable	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Budget is balanced (projected revenues = projected expenses)	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
<i>Add a point for each SFSS group that is contributing to the event</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	/5	
All required meeting minutes are attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Total			

## EVALUATION OF GRANTS FOR EVENTS AND ACTIVITIES GENERALLY

Criteria	Evaluation	Points	Weight	Value
Information is complete.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 2	
Information is clear.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 1	
The challenge to accessibility for disabled students is explained.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 5	
The budget for the accessibility accommodations are listed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 4	
The applicant has indicated the number of people impacted by the accessibility barrier.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 3	
The grant value is reasonable given the number of people impacted	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 3	
The estimates from service providers are included with the cost breakdown.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 2	
Previous grants provided to the proponent resulted in the submission of an adequate report.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	Necessary condition	If 0, grant may not be approved

Criteria	Evaluation	Points	Weight	Value
Applicant is a member.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	Necessary condition	If 0, grant may not be approved
			Total	

## COORDINATOR RECOMMENDATION

- Approved
- Not approved
- Return for review with comment

---

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# POST-EVENT REPORT

*EVENT TITLE*

## BASICS

<i>Date</i>	
<i>Time</i>	
<i>Location</i>	
<i>Attendance</i>	

## SUMMARY

Please provide a brief description of the event and its purpose.

## EVENT HIGHLIGHTS (WHAT WORKED WELL?)

Please provide a brief description of any aspects of the event that you feel were particularly successful.

## RECOMMENDATIONS FOR FUTURE EVENTS (WHAT DIDN'T WORK WELL?)

Please provide a brief description of what you feel didn't work out as you'd hoped and would recommend proceeding differently the next time a similar event is hosted.

## VENDORS

Please list any vendors with whom your event received services, and whether you felt the service delivery was worth the price.

## PAYMENTS

Please list the payments you made to any vendor or person.

## REVENUE

Please list the revenues you made during your event, providing sub-totals for each type of revenue, as well as a grand total.

--

## EVENT SETUP

Please describe how you set up for the event. For example, where did

--

## EVENT SCHEDULE AND TIMELINE

Please provide the time for the start and end of each stage of the event.

## ISSUES (WHAT PROBLEMS DID THE EVENT FACE?)

Please list any problems you faced during the event and how you addressed them.

*Please ensure that your report is submit within 10 days of your event.*

Submit



# SFSS ACCESSIBILITY GRANT APPEAL FORM

## 1. APPLICANT INFORMATION

First Name

---

Last Name

---

Student Number

---

Telephone

---

Email

---

I am an undergraduate  
student at SFU

Yes

No

## 2. DESCRIPTION OF EVALUATION ERROR

Please describe the error you feel was committed in evaluating your application.

*Please note that the SFSS requires at least 10 calendar days (excluding submission and event day) to process Accessibility Grant requests. Please refer to the SFSS Accessibility Granting Guidelines for more information.*

Submit



# SFSS ACCESSIBILITY GRANT APPLICATION FORM

## 1. APPLICANT INFORMATION

1.1 First Name

---

1.2 Last Name

---

1.3 Student Number

---

1.4 Telephone

---

1.5 Email

---

1.6 I am an  
undergraduate student  
at SFU

Yes  
 No

## 2. TYPE OF APPLICATION

2.1 Is this request to increase the accessibility of, or reduce barriers to, a specific event?

Yes  
 No

**IF YOU ANSWERED 'YES' TO QUESTION 2.1, COMPLETE SECTION 2**

**IF YOU ANSWERED 'NO' TO QUESTION 2.1, SKIP TO SECTION 3**

2.2 Have any confirmed attendees expressly communicated their need for special accommodations?

Yes  
 No

2.3 Have you have already requested an SFSS grant in relation to this event?

Yes  
 No

**IF YOU ANSWERED 'YES' TO QUESTION 2.3, ANSWER 2.4 AND SKIP 2.5**

**IF YOU ANSWERED 'NO' TO QUESTION 2.3, SKIP 2.4 AND ANSWER 2.5**

2.4 If yes, please write the grant reference number

---

2.5 Please provide a brief description of the event or activity for which you are request support (be sure your description answers the ‘who,’ ‘what,’ ‘when,’ ‘where,’ ‘why,’ and ‘how’ of your event. Be sure to note how many attendees you expect to be impacted by the accessibility grant.

2.6 Please describe how this event will support the 4 pillars of the SFSS mission to improve the experience of undergraduate students at SFU. If applicable, how will the event improve the:

- 1. Social experience of undergraduate students
- 2. Academic experience of undergraduate students
- 3. Financial experience of undergraduate students
- 4. Health and wellbeing of undergraduate students


2.7 Please attach the final report for any previous SFSS grant or SFSS accessibility grant application you have been awarded

2.8 Please list the projected attendance of your event broken down into the following categories:

Group	Projected Attendance
1. SFU Students	
2. SFU staff/faculty	
3. Non-SFU students	

Group	Projected Attendance
4. Guest speakers and presenters	
5. General public	

2.9 Please list any groups, student, university, and other with which you will be participating

--

2.10 Please provide a projected list of your expenses.

Type	Value

2.11 Please provide a list of your projected revenues.

Type	Value

### 3. ACCESSIBILITY GRANT REQUEST DETAILS

3.1 Please describe how the event poses an accessibility challenge for students with disabilities.

3.2 Please list the accessibility challenges you are trying to overcome, and the supports you are requesting using to overcome those challenges – include any estimates from service providers in the email submission of this form.

Support	Cost
<b>Total</b>	

## 4. OTHER DETAILS

4.1 Please provide any other details you think may be relevant in considering this request.

*Please note that the SFSS requires at least 10 calendar days (excluding submission and event day) to process Accessibility Grant requests. Please refer to the SFSS Accessibility Granting Guidelines for more information.*

Submit





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.  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.