

FUNDING 101

TYPES OF FUNDING

Trust Account	Clubs & DSUs Grant Funding* (Excludes Accessibility grants)	Core Funding (Student Unions Only)	Resource Funding (Clubs Only)	Petty Cash (Clubs Only)
<p>Money that belongs to the club or student union that is held by the SFSS.</p> <p>If the group disbands, the amount will be absorbed by the SFSS.</p> <p>Can be used at the group's discretion, including for items we do not reimburse people for (gasoline, alcohol, etc.).</p> <p>Each club needs 2 executives to sign off on reimbursements from this account.</p>	<p>Must be requested by an executive with fund/facilities authority.</p> <p>Must be submitted 10 business days before the event. If requesting \$1,000 or less, or 20 business days for amounts over \$1000.</p> <p>Awarded for a specific event or project. Cannot be used to cover expenses it was not intended for.</p> <p>Cannot be donated or spent on alcohol.</p> <p>For student unions, requests under \$50 will not be approved and must be paid from Core Funding.</p>	<p>Activated each semester once clubs upload the first meeting minutes into the portal and update the executive member list with the SFSS. Amount is pro-rated if the meeting happens later in the semester.</p> <p>The decisions on core funding spending are made by the student union, as long as it was voted on at a quorate meeting.</p> <p>Restrictions:</p> <ol style="list-style-type: none"> 1. Money can't be donated off-campus. 2. Only 30% of your semesterly allocation can be spent on alcohol. 3. No gas expenses. <p>Expires on April 30th each year.</p>	<p>\$400 provided to every club each semester.</p> <p>Can only be used for venue, A/V, printing costs, or SFU locker rental costs.</p> <p>Expires at the end of every semester and is renewed each semester. Unused amounts at the end of each semester do not carry over.</p> <p>Cannot be used for charitable donations, catering/food expenses, etc.</p>	<p>\$20 provided to every club each semester.</p> <p>Can be spent on snacks (pizza, chips, etc.) decorations, or other small expenses (no alcohol or controlled substance)</p> <p>Expires at the end of every semester and is renewed each semester. Unused amounts do not carry over.</p> <p>Cannot be used for charitable donations, towards grant funding of all catering expenses, etc.</p>

***Excluding accessibility funding**

GRANT FUNDING LIMITS

Category	Type of Expense	Limit includes all applicable taxes
Security		Up to \$500 per event (SFU security only).
Food	Food and drinks for events - this type of grant funding is for one-time events only. For "Weekly Meetings" please see category below regarding "food for weekly meetings".	COVID UPDATE: 15\$ per person Up to 2 events per semester \$7 per person for 2 events (not restricted to the first 2) of the semester. \$6 for the 3rd event, \$5 for the 4th event, \$4 for the 5th event. No more grants after 5th event (only snacks)
	Snacks	Up to \$3 per person.
	Food for weekly meetings	Up to \$25 per week for weekly meetings for food; up to \$50 for monthly meetings. Limit of 5 catered meetings per semester (weekly or monthly).
Projects		Up to \$2,000 per semester, must fund at least 25% from the group's own funds (trust, core, etc.) or external sponsorship.
Apparel/Branded Items	Bigger items (e.g. reusable water bottles, tote bags)	Up to \$300 per year.
	Smaller items (e.g. lanyards, post-it notes, pens, hand sanitizer) Items that are under \$5.00 each or less	Up to \$250 per year.
	T-shirts	\$10 per person, to a maximum of \$200 per year.
	Hoodies	\$30 per person, to a maximum of \$300 per year.
	Jerseys	\$40 per person, to a maximum of \$400 per year.
Leisure Entrance Fees		Up to 50% of the cost to a limit of \$400 per semester, unless it's necessary for the group's functioning. If it is necessary for the group to function and is at the core of their mandate, will fund up to

		<p>75% of the cost, to a maximum of \$800 per semester.</p> <p>Not covered: such as gun ranges, archery, go-karting, any establishment involving alcohol or drugs and on a case by case basis when required.</p>
<p>Travel, Accommodations, Conference, Competitions (CLUBS ONLY)</p>		<p>Up to \$100 per semester per person, and a maximum of 4 members per group.</p> <p>Cannot be combined with student union Travel and Conference funding unless approved by the Executive Director or the Board of Directors.</p>
<p>Fundraising</p>		<p>Hard costs will be covered if necessary for the functioning of the event (e.g. machine rental). Consumables and variable costs in charity fundraisers will not be covered.</p> <p>Revenues generated from the fundraising event must be deposited in trust.</p>
<p>Equipment & Supplies</p>		<p>Items will remain the property of the SFSS. A letter of agreement must be signed by a coordinator and executive of the group.</p> <p>Maximum of \$750 per fiscal year.</p>
<p>Games</p>	<p>Board Games</p>	<p>Up to \$50 per semester for groups that are not centered around gaming.</p> <p>Up to \$150 per semester for groups that are centered around gaming</p>
	<p>Video Games</p>	<p>Up to \$50 per semester for groups that are not centered around gaming, as long as the game relates to their mandate and can be reused.</p> <p>Up to \$150 per semester for groups that are centered around gaming.</p> <p>No video games for individual use/personal accounts, no aesthetic upgrades.</p>
<p>Audio Visual Equipment</p>		<p>Covered: A/V rental provided by SFU and Long & McQuade, or any other <u>approved</u> external rental companies.</p> <p>Not covered: smoke or fog machines, External AV without MECS approval.</p>
<p>SFU Facilities</p>		<p>Automatically covered for smaller events that attendees are SFSS members. Reasonable Facilities charges for all club events and all student union events will be covered by grants. Surrey campus reasonable facilities charges will be covered by a grant.</p>

Venue		<p>On campus venues are covered on a case by case basis. Rental costs will be covered to a maximum of \$150 per event, this includes the setup/staffing in the space. Not covered: Airbnb rental, private residences. NOTE: Due to higher rates and low staffing, Surrey bookings on Sundays from 4:30pm-10:00pm, or statutory holidays, will be covered up to 50% of the internal rate, including staffing charges and AV.</p>
Prizes		<p>COVID-19 Update: up to \$200 per event; depends on how many members are attending</p> <p>Up to \$25 per event; Maximum \$100 per semester.</p>
Speaker Gifts		<p>Up to \$100 per semester. Cannot be used to purchase alcohol or be paid to student group executives.</p>
Printing	Banners	<p>Up to \$300 once every 5 years. Must be reusable (not for one time use).</p>
	Other printed materials	<p>Up to \$250 per semester.</p>
Decorations		<p>Up to \$50 per event. Case by case for large scale events.</p>
Clubs Days merchandise and supplies		<p>Up to \$40.</p>
Promotional Material		<p>Up to \$80 (in addition to printing posters). Includes social media posts, or print ads.</p>

<p>Honorarium</p>		<p>Up to \$400 per semester.</p> <p>If it is to pay a DJ or photographer or any other professional providing similar services, the maximum is \$300 for the first event, \$200 for the second event, and \$100 for the third event.</p> <p>Honorariums cannot be used to pay other students/volunteers, unless the services provided are determined to justify the amount given.</p> <p>Honorariums cannot be paid to executives of the club or student union.</p>
<p>Religious Texts</p>		<p>Will fund if it is a necessary resource for club functioning.</p> <p>Will not fund if distributing.</p>
<p>Training Costs for Classes/Workshops</p>		<p>Up to \$50 per person per semester. Maximum of 5 people per semester.</p> <p>Must be relevant to the group's mandate.</p>
<p>Campsites</p>		<p>Up to \$5 per person, per night.</p>
<p>Website Hosting and Domains</p>		<p>Up to \$160 per year for both.</p>

GRANT POLICIES

Submission Deadlines

Grants must be submitted at least 10 business days before the date of the event/project if the amount requested is under \$1000 (not including the date of submission).

Grants must be submitted at least 20 business days before the date of the event/project if the amount requested is over \$1000 (not including the date of submission).

Changes to Grants

Only one grant revision request from the group will be allowed after the grant request is submitted. Additionally, the request must be made within 24 hours of the submission, otherwise it will not be considered.

Changes to the types of items being requested, the quantity of items, dollar amounts requested, number of attendees, and the revenue reported are considered to be revisions.

Notifying Member Service Coordinators of changes to the location or date of the event will not count as revisions.

If the nature of the event changes entirely, the grant will be rejected/revoked and groups must submit a new request within the appropriate deadlines.

Changes to grants will not be permitted after they have been approved.

Grants for External Projects/Events

For events with external guests, only costs associated with external guests who provide value will be covered (e.g. guest speakers, judges).

Costs for external attendees (i.e. non-SFSS members) will not be covered (e.g. students from other schools, other members of the public who are not SFU undergrad students).

Projects that do not directly engage SFU students (e.g. care packages for charities, events geared toward high school students/children, etc.) will receive limited funding and grants will be decided on a case by case basis.

Alcohol and Drugs

No grant funds can be used for the purchase of alcohol and/or any controlled substance(s).

Lost, Stolen, or Damaged Items

The SFSS will not be held liable for items purchased with funds from an approved grant if they are lost, stolen, or damaged. Groups will be required to pay out of pocket for replacements.

Constraints on Approval

Grants will not be approved until the room booking for the event venue is confirmed, if the venue is on one of the SFU campuses. If contracts need to be signed for off-campus event venues, grants will not be approved until the contracts are signed.

Appeal Process

If a group does not agree with the decision made by the Member Service Coordinators, they can fill out the [Appeal Form](#) and submit it to the Coordinators. Appeals will need to be submitted prior to the event date. Appeals submitted within 5 business days of the event will not be accepted.

Any grant over \$5000 at the discretion of a Member Services Coordinator the grant request may be forward to the SFSS Board for recommendation. The amount approved by the Board of Directors is final.