

FUNDING 101

TYPES OF FUNDING

Trust Account	Clubs & Student Union Grant Funding*	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 the SFSS does not reimburse people for (gasoline, alcohol, etc.).</p> <p>Each club needs 2 executives to sign off on reimbursements from this account; at least 1 executive must have fund/facilities authority.</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 to charity or spent on alcohol.</p> <p>For student unions, requests under \$100 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 automatically 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>\$100 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 substances or other prohibited reimbursements mentioned in guidelines)</p> <p>Expires at the end of every semester and is automatically renewed each semester. Unused amounts do not carry over.</p> <p>Cannot be used for charitable donations.</p>

*Excluding accessibility funding

SUMMARY OF GRANT FUNDING LIMITS

This document is a summary of the SFSS club and student union granting limits/allowances. For a more detailed list of the funding limitations and allowances, and the funding policies, please refer to the full SFSS Club and Student Union Funding Guidelines on the SFSS website.

Please note that all instances of “fiscal year” refer to SFSS’s fiscal year which runs from the beginning of May until the end of April of the following year (e.g. May 1, 2021-April 30, 2022).

Category	Type of Expense	Limit includes all applicable taxes
Security		Up to \$500 per event (SFU security only).
Food	Food 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: Up to \$15 per person Up to 2 events per semester. \$8 per person for 2 events (not restricted to the first 2) of the semester. \$6 per person for each event after. No more food funding after the 5th event of the semester (only snacks allowed).
	Snacks and drinks	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 (occurs once per month).
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.

		<p>If it is necessary for the group to function and is at the core of their mandate, will fund up to 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 controlled substances and on a case by case basis when required.</p>
Travel, Accommodations, Conference, Competitions (CLUBS ONLY)		<p>Up to \$150 per person per semester, and a maximum of \$1000 per semester per club. Cannot be combined with student union Travel and Conference funding unless approved by the SFSS Council/Board.</p>
Fundraising		<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 account or external bank account; must be reported to Member Services Coordinators.</p>
Equipment & Supplies		<p>Items will remain the property of the SFSS. A letter of agreement must be signed by a coordinator and executive of the group. Maximum of \$1000 per fiscal year.</p>
Games	Board Games	<p>Up to \$50 per semester for groups that are not centered around gaming. Up to \$150 per semester for groups that are centered around gaming</p>
	Video Games	<p>Up to \$50 per semester for groups that are not centered around gaming. Up to \$150 per semester for groups that are centered around gaming as long as its related to their mandate and can be reused. No video games for individual use/personal accounts, no aesthetic upgrades, or pay-to-win.</p>
Audio Visual Equipment & Instrument Rental		<p>Covered: A/V rental provided by SFU and Long & McQuade, or any other <u>approved</u> external rental companies. 80% of the cost will be covered for instrument rental. Not covered: smoke or fog machines, External AV without SFSS/SFU approval.</p>

		Total amount approved is discretionary; groups should use Resource Funding first.
Facilities		For Burnaby and Vancouver campus events, costs for SFU Facilities requests will be covered on a case by case basis. Costs from external facilities providers must be included in a grant request. For Surrey campus events, groups must include all facilities costs in their grant request.
Venue		On campus venues are covered on a case by case basis. Rental costs off-campus will be covered to a maximum of \$500 per event, this includes the setup/staffing in the space. Rentals for large events will be assessed under Large Scale Events. 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.
Prizes		COVID-19 Update: up to \$200 per event; depends on how many members are attending Up to \$50 per event; Maximum \$150 per semester. Not covered: cash prizes, gambling, controlled substances or alcohol.
Speaker Gifts		Up to \$100 per event and up to \$250 per semester. Cannot be used to purchase alcohol or controlled substances. Cannot be given to any individual where there is a conflict of interest.
Printing	Banners	Up to \$300 once every 5 years. Must be reusable (not for one time use).
	Other printed materials	Up to \$250 per semester.
Decorations		Up to \$50 per event. Case by case for large scale events. Must adhere to SFSS Branding Guidelines and Policies.

Clubs Days merchandise and supplies		Up to \$50 per Clubs Days event each semester (not per day).
Promotional Material		Up to \$80 (in addition to printing posters). Includes social media posts, or print ads.
Honorarium	The honorarium is like a "thank you" gift. There is no liability or legal obligation to pay the honorarium for the services; the services provided are voluntary and the student group should not be invoiced for them. The person/group receiving the honorarium should not be asking for money in exchange for their services.	Up to \$400 per semester. 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. Honorariums cannot be used to pay any individual where there is a conflict of interest.
Religious Texts		Will fund if it is a necessary resource for club functioning. Maximum \$400 per fiscal year. Will not fund if distributing.
Training Costs for Classes/Workshops		Up to \$50 per person per semester. Maximum of 5 people per semester. Must be relevant to the group's mandate.
Campsites		Up to \$10 per person, per night for campsite fees; max. \$200 per night; max. \$1000 per semester. Must be a licensed campsite.
Website Hosting and Domains		Up to \$200 per year for both. Limit one funded website and domain per group.