

SFSS ACCESSIBILITY GRANT GUIDELINES

The SFSS accessibility grant is used to make events more accessible or implement accessibility projects. These funds can be spent on one-time purchases, accessibility services, and short-term accommodations.

When you apply for the SFSS accessibility grant, you provide information on the event or project you're organizing, what accessibility services or funding is needed, and how much you expect it to cost. You have the choice to [receive services from one of our suggested service providers](#), or to work with an external service provider and get reimbursed afterwards.

Please note that the SFSS requires at least 10 working days (excluding submission and event day) to process Accessibility Grant requests.

Retroactive reimbursements (submitting a request for funding **after** an event has happened) **are not possible**.

In this document, we will outline the processes for using the accessibility grant, including initial application, criteria, appeal form and the post-event report. The accessibility granting process is meant to be easy to understand and follow. If you have questions or feedback, please contact the Accessibility Assistant at accessibility@sfss.ca

The sorts of events intended for use by this grant include:

- Events that are either online or in person
- Events ranging in length from a few hours to multiple days
- Workshops, seminars, conferences, socials, protests, and other student-run events

The sorts of projects intended for use by this grant include:

- Projects to make a permanent on-campus space more accessible
- Projects that require the presence of accessibility services during their implementation
- Projects that will require accessibility considerations and accommodations in their finished form

The SFSS is committed to accessibility and ensuring that events and projects are as accessible as possible to as many people as possible. [You may find our accessibility standard policy on our website.](#)

1. APPLICATION FORM

When you fill out the application, you're asked to provide information on the event or project and the accommodations you need so that the SFSS can ensure student money is going to help those who need it.

Applications must be submitted with at least 10 working days of notice, so that there is time to secure the funding and allow for appeals. You should try and fill out the form as thoroughly as you can, and keep an eye on your email so we can keep you up to date on the status of your application.

If you're working with a particular vendor we do not know, **please make sure to attach documentation of the projected costs.** If you're choosing to use one of our vendors, you can just put the cost in section 3 of the application form. To estimate the cost, please check [the list of vendors on our website for estimates and contact information](#).

1.1: Applicant Information

The SFSS first collects information about you, including name, SFU ID number, email address and phone number. Your name and ID number allow us to confirm that you are an SFSS member, and your email address allows us to communicate with you. Your phone number is used only as a backup.

You are then asked if there are any particular accessibility needs you have when receiving a response from us. These might include (but are not limited to):

- An email response in large text
- An email response that is screen reader-friendly
- Phone call response rather than email response
- Extra time to submit an appeal (you would traditionally have two working days)

1.2: Event/Project Information

In this section, the SFSS will collect information about the event or project itself. To confirm the event or project, we need to know the date, location, and start and end times. We also need to know the name of the organizing group, and the name of the event itself. If a particular field is not applicable (such as a project with no designated start and end time), write “N/A”. For online events, write “online” for location.

The SFSS also asks what your relationship is to the event – whether you’re organizing or attending. While you will be the contact person for the accommodation, it’s important for us to know if you are also the organizer.

The SFSS also needs a description of the event or project, along with any groups that will be collaborators. You may be as brief or detailed as you like, but **please mention what barriers you’re hoping to mitigate**. More information also helps us ensure that your event follows the guidelines, and helps you get the application approved without needing to appeal.

1.3: Accessibility Grant Request Details

In this section, you will make the actual accommodation requests. First, the form asks if you’ve read the Accessible Events Checklist. Your answer to this question does not impact your application, but the Events Checklist may serve as a helpful resource for the types of supports that people might need.

Then, you will decide what vendors you want to work with. [The SFSS has a list of vendors we prefer to work with for accessibility services](#). When working with one of our vendors, you can request that the vendors bill us directly, rather than having to pay for it yourself and be reimbursed. That said, you can also use our funding to work with whatever group you wish, as long as the cost is reasonable for the accessibility service you are requesting. In those cases, you would pay the cost yourself and get reimbursed.

This is also where you will let us know if you need our assistance connecting with one of our vendors. If you are able to get an estimate, but need help contacting the vendor, the accessibility assistant will connect you via email and confirm that you are able to begin organizing or receiving the services. If you are not able to get an estimate from [the prices listed on our](#)

[website](#), and need help contacting one of the vendors, please email the Accessibility Assistant at accessibility@sfss.ca or call the SFSS at 778-782-3870.

From there, you will fill in what accommodations you are requesting. Put the accommodation, along with projected costs, and any additional details. Additional details might include the quantity of a given accommodation, or an explanation for any additional costs.

If you're working with a provider that isn't on our vendor list, **please attach documentation of projected costs with the document.**

1.4: Additional Details

Section 4 provides a space for you to give any additional accommodation requests you were unable to fit in the spaces offered to you in section 3. If you need additional space, please email the Accessibility Assistant at accessibility@sfss.ca

This section also provides you an opportunity to provide any additional details about your application. You do not need to give additional details, but you may use the space to mention anything you think we should know.

1.5: Application Summary

Section 1: Fill out personal information, accessibility needs

Section 2: Fill out all event or project information you know

Section 3: List accommodations you're requesting, provide costs

Section 4: Give additional details

Attach documentation of projected costs (if you're using an external vendor)

2. REVIEW PROCESS

When we review applications, we do not exclude applications based on criteria like the number of guests or pre-existing attendant requests. We try to ensure that all members who request accommodations for events get those accommodations. That said, we need to evaluate to understand where student money is going and ensure that it is effectively used. Here are the requirements we use to evaluate your application:

Criteria	Description
Is the applicant a member?	Only SFSS members can apply for the accessibility grant (non-SFSS members can make use of the accommodations)
Was the application submitted with two weeks notice?	The SFSS requires two weeks' notice when dealing with grant requests
Is the application filled out comprehensibly, with all crucial details present?	Crucial details include: All applicable event info, anticipated barriers, and requested accommodations. If the application is unclear or missing details, the SFSS may reach out to the applicant so they can submit an appeal with missing details.
Are cost estimates within our expectations for the type of accommodation?	Unexpected costs are not an outright disqualification, but may prompt us to reach out for clarification.
Does the event follow Accessibility Policy Principles?	The accessibility grant cannot be used for ableist or hateful events.
Do stated groups or guest speakers follow Accessibility Policy Principles?	The accessibility grant cannot be used for events with ableist or hateful associations.

Does the accommodation address the stated barrier?	We generally trust you to know what accommodations your event needs, but if an accommodation feels completely ineffective for the stated barrier, the SFSS will likely reach out for clarification.
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When you submit your application, it is reviewed using these criteria. If you are requesting \$3000 or less, the Accessibility Assistant will evaluate it. If you are requesting more, it will be evaluated by the Accessibility Committee. If one or more of the criteria is not met, the Assistant will reach out to the applicant with the denied application and the criteria. They may also give advice or consultation and invite the applicant to submit an appeal (see section 3).

Once your application is approved or denied, the Accessibility Assistant will present the application to the Accessibility Committee, along with the criteria and any appeals. This may be done before, during, or after the event, and will not impact your application. Instead, this will be used to evaluate the Assistant's handling of your application and improve the process for future applications.

3. APPEALS

In the case that there was some error or misunderstanding with the grant application, the applicant may be invited to submit an appeal.

It is the responsibility of the SFSS to return a denied application with at least five working days between the date of return and the date of the event (assuming the application was submitted with two weeks' notice). Once it is returned, it will be returned with the criteria attached so the applicant can know where the error was found. The Accessibility Assistant may also offer advice or enter a dialogue with the applicant to ensure that the issue can be addressed.

In the case that the applicant wishes to appeal, it is their responsibility to submit the appeal with at least three working days between the date of

appeal and the date of the event. **They should also attach the original application to the appeal form.**

The appeal form has a large fillable box. In this box, please write any and all changes you wish to make to your application. Please do your best to be comprehensive and clear, as there is no guarantee that you will be able to make a second appeal.

4. POST-EVENT

When your application is approved, you will be presented with a post-event report. You will need to submit the post-event report to be reimbursed. The post-event report ensures that the accommodations were used and were effective, as well as providing an opportunity to submit feedback on the process. Feedback you submit will not impact the reimbursement you receive.

You will need to attach proof of payment to your post-event report, so that we have a record of the money spent. Once the post-event report is submitted, it is the responsibility of the SFSS to reimburse you as quickly as possible. You will be notified once the request for reimbursement has been approved and the cheque has been mailed to you.

It is expected that the setup of events will change from the time the application is submitted to the time the event occurs. In most cases, these changes do not affect the amount of funding an event receives. The amount of funding may change in one of two cases:

- The changes cause the event to no longer meet the Accessibility Grant Application Evaluation Criteria
- The cost or presence of accessibility services has changed

In the former case, the SFSS reserves the right to decrease or eliminate funding for an event. They may choose not to exercise this right, and allow the event to receive funding as before.

In the latter case, the SFSS reserves the right to adjust funding to meet the costs of present accessibility services. If costs increase, they may choose to increase the amount of funding provided. If costs decrease, they may

choose to decrease the amount of funding provided. They may also choose to keep the amount of funding the same.

If the event still meets the criteria, and the cost of accessibility services has not changed, then the following changes to an event do not disqualify the applicant from receiving funding if the application has already been approved:

- Change of event date
- Changes to the speaker list or groups involved
- Changes to the event schedule or other changes
- Whether the accommodations were effective or utilized

If you have any questions or concerns about any of these guidelines, please contact the Accessibility Assistant at accessibility@sfss.ca