

## General Student Association Funding Application - TERM 2

### **OBJECTIVES**

The Students' Union Okanagan of UBC is committed to enhancing, supporting, and improving the student experience both through academic and non-academic means. The SUO provides financial support to Student Association projects and initiatives.

The objectives of the Student Association Grants are:

- To enhance student experience through the SUO Student Associations
- To maintain continual financial support to the SUO Student Associations
- To encourage student involvement

### **ELIGIBILITY**

In order for a student association to be eligible, the following criteria must be met. The Finance Committee will not consider an application that does not meet the criteria.

1. Must be officially registered/renewed with SUO for the current academic year
2. Must have one executive attend the SUO Orientation on September 19<sup>th</sup>
3. Must demonstrate fiscal responsibility
4. Must not have outstanding financial issues
5. Must be used for expenses related to events or activities hosted by SUO Student Associations, both on and off campus
6. End of semester report must have been submitted

### **INELIGIBILITY**

The following items are considered ineligible and will not be considered or reviewed by the Finance Committee.

1. Duplication of other services or businesses on campus
2. Current hold on association funds
3. Capital purchases
4. Alcohol and illegal substances
5. Wages, staff expenses, and honorariums
6. Fundraisers or related activities (including random raffles requiring a gaming license) directly contributing to external organizations
7. Activities, operations, or fundraisers related to groups not registered under the SUO Student Associations Policy
8. Off-campus Events held without prior approval through the Off-Campus Event Application Request form (found on the SUO website), and/or events not insured through SUO.

## **APPLICATION PROCESS**

In order to be eligible to receive funding, all required documents must be completed and submitted on time. The Vice President Finance and Administration will review and all funding requests and contact the student association with any questions. *Due to COVID-19, we will be accepting electronic applications only.*

1. Grant applications must be emailed to the Membership Outreach Coordinator at [izzy.rusch@suo.ca](mailto:izzy.rusch@suo.ca) by the specified deadline:  
January 23rd, 2022 at 11:59pm PDT
2. The office of the Student Association Ad Hoc Funding Committee will review all applications and make recommendations to be ratified by the SUO Board of Directors
3. All Student Associations that receive funding will be required to provide the VP Finance and Administration with a report at the end of each semester. Reports from first semester will be posted online and second semester funding will only be provided to Student Associations that submit their first semester report on time.
4. Student Associations will receive notice of funding via their Student Association email and the funds will be available in the Student Association account within February 2022.

## **APPEAL PROCESS**

An appeal can be made within five (5) business days of notification. A formal letter of appeal must be submitted to the Vice President Finance & Administration via email [vpfinance@suo.ca](mailto:vpfinance@suo.ca). The appeal will be brought to the SUO Board of Directors, the Student Association will be notified of the appeal date via the Student Association email.

## **ACCURACY OF INFORMATION**

The information provided in your application must be, to the best of your knowledge, complete and accurate. Any false declaration will result in disciplinary action, which could include the probation or dissolution of your student association.

**\*\*\*\*Please attach any supplementary material that will support your application\*\*\*\***

## **IMPORTANT DATES**

Applications must be submitted by the following dates:

<b>Second Semester</b>	<b>January 23rd, 2022</b>
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If you have questions or concerns about the application process, contact [vpfinance@suo.ca](mailto:vpfinance@suo.ca)

## General Club Funding Application

Student Association Name	
President:	
Phone Number:	
Email:	
Total Amount Requested:	
Current Account Balance:	
Number of Members:	
Membership Fee \$: (if any):	
Attended Student Association Orientation (Y/N):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Handed in Renewal Form (Y/N):	Yes <input type="checkbox"/> No <input type="checkbox"/>
End of Term Report Handed In (Y/N):	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you select "No" for any of the responses above, please provide a detailed explanation on a separate document and include it with your application submission.

By completing this application form, I agree to have read the application and abide by SUO regulations.

Yes, I agree

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have questions or concerns about the application process, contact [vpfinance@suo.ca](mailto:vpfinance@suo.ca)

## **HISTORY**

Please provide a brief description of your events/initiatives done by your Student Association in the past year, including the number of attendees that attended each event, and whether any fundraising or ticket sales occurred in order to make the events/initiatives possible. (You may attach your previous End of Term Reports instead)

**PROJECTED EVENTS/INITIATIVES/CONFERENCES**

(please print as many copies as needed)

Event, initiative, or  
conference:

Projected Date of Event:

Amount Requested:

Detailed explanation of  
event, initiative or  
conference:

Budget:

Provide your detailed budget  
and include all revenues and  
expenses.

Event, initiative, or  
conference:

Projected Date of Event:

Amount Requested:

Detailed explanation of  
event, initiative or  
conference:

Budget:

Provide your detailed budget  
and include all revenues and  
expenses.