SUO RESOURCE CENTRE FUNDING APPLICATION 2022-23

**Objectives:** The University of British Columbia Students’ Union Okanagan is committed to enhancing, supporting, and improving the student experience both through academic and non-academic means. The SUO provides financial support to Resource Centres in their development, operations and maintenance.

The objectives for this funding are as follows:

1. To aid the office of the Vice President Internal in administering funding for the respective organizations;
2. to ensure that the regulations for the SUO Resource Centres Regulation are upheld;
3. to enhance student experience through the SUO Resource Centre;
4. to maintain continual financial support to the SUO Resource Centres; and
5. to encourage student involvement.

**Eligibility:** In order for a resource centre to be eligible, the following criteria must be met.

1. Must have a RC Coordinator to oversee budget and spending
2. Must not have outstanding financial issues
3. Report needs to be provided for fiscal responsibility

**Ineligibility:**The following items are considered ineligible and will not be considered or reviewed for funding:

1. Duplication of other services or businesses on campus
2. Alcohol and illegal substances
3. Fundraisers or related activities directly contributing to external organizations
4. Events not insured through SUO
5. Capitol purchases not authorized by the VP Internal and MOC1

1 **Note:** As per SUO financial procedures the head coordinators payroll should be excluded from the overall proposed budget.

**Application Process:** In order to be eligible to receive funding all required documents must be completed and submitted on time. Unless otherwise indicated, the office of the Vice President Internal and Membership Outreach Coordinator will review and approve all funding requests.

1. Grant Applications must be submitted via email to [vpinternal@suo.ca,](mailto:vpinternal@suo.ca,) or in-person at the Students’ Union Office
2. The office of the Vice President Internal will review all applications
3. As mandated by the Regulations Resource Centres that receive funding are required to provide the following:
   1. A report (Budget Template) outlining the advocacy activities, events hosted and other information requested to the Vice President Internal and Membership Outreach coordinator twice per academic year, one in January and one and in April to maintain funding eligibility
4. Resource Centres will receive notice of approved funding via their official 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.

Name of Organization:

RC Coordinator:

Telephone:

Email:

By completing this application form, I agree to provide a report about the fiscal responsibilities, present the activities of my organization to the Board of Directors and answer any questions about the information I have attached or outlined:

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Yes, I agree to answer questions Coordinator Signature:

Date:

# NOTE: Please attach any supplementary material that will support your application

**Previous Year Update**

In this section of the application you should attach the following for review:

1. Copy of the previous years proposed budget and an up to date expenditure including unused funding. A request for account balance can be made to the Membership Outreach Coordinator.
2. A minimum one page report outlining last year's activities and accomplishments. (initiatives, events, services provided etc).

# Executive/Volunteer Information

In this section we ask you fill out the following chart with the current information for your executive team and/or trusted volunteers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position**  (or preferred titles) | **Student Name and Student #** | **Signature** | **Phone #** | **Email** |
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# Hiring Summary

Please provide us with a brief summary of the hiring/election process your organizations used this year (ie. posting process, timeline, interviews, # of applications etc). We ask that you write a minimum of one paragraph (5 sentences) to explain this process.

# Resource Centre Services Summary

Please provide a brief description of the services your organization plans to provide this semester/year, and how you believe this will have a positive impact on the UBC Okanagan community.

# Annual Budget Proposal

Please use the following template to create an annual budget for the upcoming year. We ask that you provide **at least three proposed (3)events** within your budget breakdown.