UVSS Academic Fund Application

General Info

COURSE UNION: _____

DATE SUBMITTED:_____   AMOUNT REQUESTED:_____

CONTACT NAME: _____

PHONE #: _____   EMAIL: _____

Declaration of Intention: Will you report back to Course Union Council about the conference? _____

Event Details

EVENT NAME:_____   DATE: _____

PURPOSE & DESCRIPTION: _____

_____

_____

_____

_____

_____

_____

How will your Course Union or the UVic community benefit from this project?

_____

_____

_____

_____

_____

_____

I have read and understood the information on the second page of this document ( )

FOR THE DIRECTOR OF STUDENT AFFAIRS ONLY:

Date presented: _____ Amount received: _____

Date approved by board: _____Date reporting back to Course Union Council:_____

Questions? Email the Director of Student Affairs at affairs@uvss.ca or call at (250) 721-8367

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Budget

COST BREAK DOWN (or attach a budget)**:**

ITEM	COST

TOTAL COST: _____

FUNDRAISING EFFORTS:

Source: _____

Amount: $_____

Source: _____

Amount: $_____

Source: _____

Amount: $_____

Source: _____

Amount: $_____

IMPORTANT INFORMATION

- **Who can apply?** Any Course Union or Professional Development Union (PDU) in good standing may apply.
- **What can the Academic Fund be used for?** Academic funding may be used for events that are academic based and related to the Course Union's area of study. The event must be held on campus or within the Victoria area. Any event hosted by a religious group or political party is not eligible for funding.
  - **After the event** the course union must present to Course Union Council on how the event benefitted students.
- **How much can be applied for?** There is no maximum amount that a Course Union can apply for, however, any application over $2000 requires a two-thirds (2/3) vote and approval from the Board of Directors.
- **How are the funds released?** If you receive funds from the Academic Fund you can access the money via cheque requisition form (available in the SUB and on uvss.ca). The account number is 3350. In order to receive the cheque, you **must submit itemized receipts**.
- **Applications can be submitted** to two places (or via email to affairs@uvss.ca):
  - The Director of Student Affairs' box in the UVSS Students' Society Centre
  - The Director of Student Affairs' box in the SUB General Office.

Questions? Email the Director Of Student Affairs at affairs@uvss.ca or call at (250) 721-8367