

# UVSS Special Project Grant Application



## General Info

CLUB NAME: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ SEMESTER APPLYING FOR: FALL ( )    SPRING ( )    SUMMER ( )

CONTACT NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Amount Requested (max \$1000 per application): \_\_\_\_\_

## Event Details

Date and duration of the event: \_\_\_\_\_

Project description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*How will your club 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 to Clubs Council: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Date ratified by board: \_\_\_\_\_ Date reporting back to Clubs Council: \_\_\_\_\_

# UVSS Special Project Grant Application



## Budget

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

ITEM	COST

**TOTAL COST:** \_\_\_\_\_

### FUNDRAISING EFFORTS:

Source: \_\_\_\_\_

Source: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Source: \_\_\_\_\_

Source: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Amount: \$ \_\_\_\_\_

### IMPORTANT INFORMATION

- **Who can apply?** Any club that is in good standing with the UVSS that been active for at least one semester prior to their request for a special project grant.
- **How much can be applied for?** A single grant may not exceed \$1000. Grants exceeding \$500 require a 2/3 vote at Clubs Council and a majority vote by the UVSS Board of Directors. Clubs may only receive a maximum of \$1500 in Special Project Grants per academic year (May 1- April 30).
- **When applying for Special Project Grants, clubs must make a presentation to Clubs Council. Please be prepared to speak for 3 minutes' maximum on the following points:**
  - The 5 W's of your project- Who? What? When? Where? Why?
  - Budget breakdown: we need to know where every dollar is going and that UVSS money is being appropriately used. Is the amount you are asking for going to cover all of your expenses? **Have you done any fundraising efforts?** If so, how much have you raised? What will this funding mean to your club?
- **In order to receive any future funding, clubs MUST report back to Clubs Council** with information as to how the money was spent. If a club does not report back before (or at) the first Clubs Council meeting of the next semester it will not receive base funding. **Please be prepared to speak at a future Clubs Council for 3 minutes' maximum on the following points:**
  - Was your project successful? Why or why not? Provide advice to other Clubs for future events.
  - If something was created with the grant, please show it to the council (pictures of in person).
- **Special Project Grant money must be spent in the semester it was received**, and will not roll over past the first clubs council meeting of the next term. Funds are claimed via cheque requisition and **cannot be used for gift cards or alcohol. You need an itemized receipt to claim any funds.**
- **Applications can be submitted** to two places (or via email to [affairs@uvss.ca](mailto: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](mailto:affairs@uvss.ca) or call at (250) 721-8367*