

UVSS Publication Fund Application



General Info

COURSE UNION: _____

DATE SUBMITTED: _____ AMOUNT REQUESTED: _____

CONTACT NAME: _____

PHONE #: _____ EMAIL: _____

PUBLICATION DETAILS: _____

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 ratified by board: _____ Date submitting publication: _____

UVSS Publication Fund 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 active Course union or Professional Development Union (PDU) in good standing.
- **What can the Publication Fund be used for?** Publication funding allows Course Unions to publish publications of any sort, including journals, zines, compilations, and many more! The publication must be related to an academic study, and cannot be partisan or religious.
 - **Upon publication a completed copy must be given to the Director of Student Affairs**
- **How much can be applied for?** Publication Fund will, unless otherwise decided at Course Union Council by a two-thirds (2/3) vote, allocate no more than \$500 to Course Unions and Professional Development Unions. Allocations over \$500 must be approved by the Board of Directors as well. **The applicant must show evidence of attempts to raise funds before an application is to be considered.**
- **How are the funds released?** If you receive a publication grant 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