

Club Funding Application

The Grants Allocation Committee meets the first Tuesday of each month from March to October, to review funding applications and allocate money for club events. The Committee will consider any application for funding, however the more an event contributes to campus life and student engagement, the more appropriate it will be to allocate funds to. The amount of money allocated, is based on the event's fit with the following criteria.

- Is the event being held on campus? Events held on campus bring more to the campus community, and are viewed more favourably.
- If so, will the event take place during business hours? Events held during business hours will be more accessible to a broader group of people. This does not preclude after hours events if the club is predominantly after hours students.
- Is the event of interest to the general University community, or is it a niche event?
- Does the event encourage student engagement?
- If the event is taking place off campus, will it contribute to life in the western region?

What is not be funded

- Equipment purchases,
- Promotional merchandise,
- Meeting expenses,
- Conferences, seminars or educational events, and
- Alcohol.

It is not consistent with the University Alcohol and Drug Policy to base events around the consumption of alcohol. This is different to having an event where alcohol is served. Events involving alcohol will be funded, but invoices for alcohol will not be paid (the funding may be used for venue hire, food, transportation etc).

Completing your Club Funding Application

- For each event, complete a separate Club Funding Application,
- Answer every question with as much detail as possible,
- Attach an event budget that clearly outlines how the money will be spent, and
- Give it to your Recreation Officer when it is finished.

If your Club Funding Application is incomplete, it will be returned to you.

Club Details
Club name
Campus club is based at
Club membership fee
How much money does the club currently have
Number of members in the club (please supply a current membership list to verify this)

Event Details
Event date
Event location
Event description

How does the event fit with the criteria to consider when applying for funding?
Has the club fund raised or sought sponsorship for this event? If yes provide details. If no, why?
How much money is the club putting toward this event?
How much money is required?
What will the money be for?

<p>Recreation Officers please check to ensure the application is complete, and a current membership list is attached before sending it to the Recreation Co-ordinator.</p> <p>Recreation Officer's signature _____ Date _____</p> <p>received _____</p>
