



SCIENCE UNDERGRADUATE SOCIETY

The Science Undergraduate Society of UBC c/o Science Student Information Centre, Room A150 - 6221 University Boulevard, Chem/Phys Bldg., UBC, Vancouver, BC V6T 1Z1. Telephone: 604-822-4235 - info@sus.ubc.ca - www.sus.ubc.ca

CLUB OPERATIONS GRANT APPLICATION

The Club Operations Grant is meant to supplement existing club membership fees and to facilitate day-to-day operations of the club. The maximum allocation per Club Operations Grant is \$1,200.00.

Club Name: _____ Date of Application: _____

AMS Account Code: _____

Note: You may only apply for a club operations grant *once per academic year*. Applications for Club Operations Grants and Special Project Grants must be submitted separately. All applications must be submitted electronically to avp.finance@sus.ubc.ca.

Eligibility:

- ✓ Must be a SUS Club or UBC Club with **greater than 60% science student membership**
 - SUS/UBC Interdisciplinary Clubs with fewer than 60% science students can still apply, but the grant received will be prorated, **depending on the % of Science students they have according to the formula below:**

$$\text{Max Prorated Grant Amount} = \text{Full Grant Amount} \times \frac{(\% \text{ Science student membership})}{60\%}$$

$$\text{Prorated Grant Amount} = \text{Grant given} \times \frac{(\% \text{ Science student membership})}{60\%}$$

For example a club that has 40% science student membership and has been assessed to have a grant of \$900.00 would receive a prorated grant of \$600.00

- ✓ Must include an accurate and complete list of members with the following information for each member, **as required in Part I - Membership**

Contact Information

President

Name: _____
Email Address: _____
Phone Number: _____
Signature: _____

Treasurer

Name: _____
Email Address: _____
Phone Number: _____
Signature: _____

Club Operations Grant Application

Due Date: November 3rd, 2017 at 11:59pm (applications will be reviewed on a first-come, first-served basis beginning on October 3rd)

Please provide the following information under their appropriate sections, or attach additional documents as necessary. However, we strongly recommend that all the documents be put into one .pdf package as it is easy to lose track of files in the many grant applications that we receive. Please name your grant application as: "clubname clubopsgrant".

Part I – Membership

Your membership list **must** include:

- ✓ A comprehensive list of names of current, active members **along with each member's student number, faculty, year level, and program**
- ✓ A separate list of executives with the same corresponding details as well as their respective positions within the club
- ✓ Please note, the grading formula is: $\frac{(\% \text{ of official Science Students} - 60\%)}{40} \times 5$

Part II – Events & Programs

Please include:

- ✓ A list of past or ongoing events, including details regarding nature, costs, revenues and attendance
- ✓ A list of expected events to be held during this academic year, projected dates, proposed budgets where possible, and projected attendance

Part III – Rationale

Please include a concise rationale with any additional information that you wish the Grants Committee to take into consideration. The rationale must not exceed two pages and the formatting requirements are size **12 Times New Roman font with line spacing of 1.5**. You may want to include such details as:

- ✓ A detailed outline of goals, areas of focus, and overall growth and improvement
- ✓ The ways in which your club is differentiated from other clubs
- ✓ The ways in which your club offers a service to Science students otherwise unmet
- ✓ The ways in which your club has been an active contributor to and partner with SUS
- ✓ The ways in which your club plans to collaborate with other SUS clubs
- ✓ The ways in which your club strives for fiscal accountability, transparency and/or fiscal sustainability

Part IV – Budget

Please attach the following documentation to this application:

- ✓ A copy of your itemized club budget for this fiscal year, indicating any unmet needs and/or expected sponsorship/grants subsidies (Budget submitted to AMS is unacceptable) (refer to budget template provided in Section IV of this application)
- ✓ Details required in the budget include: expenditure (Events, Equipment, refreshments, miscellaneous expenses), income (Membership, event ticket sales, grants)
- ✓ Anticipated income must be included in the income section and be labelled as such.
- ✓ Budget from preceding year must be presented unless unavailable due to extenuating circumstances that must be addressed in the application
- ✓ Any expenditure or income that is anticipated, i.e. is yet to be precisely ascertained, must be designated as such
- ✓ Surplus or deficit must be disclosed to the committee upon application for the grant and shown in the budget.

Good luck with your application! If you have any questions, please do not hesitate to contact avp.finance@sus.ubc.ca for further clarification.

Part I - Membership

Part II - Events & Programs

Part III - Rationale

Part IV – Budget

A sample budget featuring the basic required categories is given below. This is a template that is meant to serve as a guide to the clubs applying for grants, however, this is not a rigid guideline, but an example of the level of detail that is expected in the budget presented within the grant application. Please replace the template below with a chart or Excel spreadsheet.

Expenditure		
	Events	
	Services	
	Miscellaneous with specifications	
Income		
	Events	
	Services (Exam packs, merchandise, etc.)	
	Grants	
	Miscellaneous with specifications	
	Anticipated grants	