



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

SPECIAL PROJECTS GRANT APPLICATION

The Special Projects Grant is meant to facilitate special projects undertaken by SUS clubs by offsetting financial hardships or funding shortfalls as a result of such projects and initiatives. Special Projects Grants may not be used towards annual activities. The maximum allocation of the Special Project Grant is 50% of relevant fees, to a maximum of \$500.00.

Note: Applications for Club Operations Grants and Special Projects Grants must be submitted separately. All applications must be submitted electronically to avp.finance@sus.ubc.ca.

Club Name: _____ Date of Application: _____

AMS Account Code: _____

Event Name: _____

Event Date(s): _____

Estimated Attendance: _____

Amount Requested: _____

Contact Information

President

Name: _____

Email Address: _____

Phone Number: _____

Signature: _____

Treasurer

Name: _____

Email Address: _____

Phone Number: _____

Signature:

Special Projects Grant Application

Due Date: February 9th, 2018 at 11:59pm (applications will be reviewed on a first- come, first-served basis beginning on October 3rd)

1. The maximum per Special Project Grant allocation may not exceed 50% of related fees, or \$500, **whichever is less.**
2. The Special Project Grant is intended to facilitate special projects undertaken by SUS clubs by offsetting financial hardships or funding shortfalls as the result of such projects and initiatives. Projects undertaken by more than one club are highly encouraged.
3. The Special Project Grant is **not intended for annual events.**
4. The Special Project Grant may be applied retroactively to events that have already passed in this academic year.
5. A club may be awarded more than one Special Project Grant per fiscal year but separate applications must be completed for each grant.
6. The Special Project Grant will be accepted throughout the year on a first-come, first-served basis until either the end of the fiscal year or until the fund is exhausted.
7. A presentation by the applicant to the Grants Committee may be required.

Please provide an outline in the provided space detailing:

- ✓ A brief description of the project and statement of the project's purpose
- ✓ A project execution timeline
- ✓ The ways in which this event is differentiated from existing projects
- ✓ The likelihood of repeating this project (if applicable)
- ✓ The success of project execution (if applied retroactively)

Please also attach to your application:

- ✓ A tabulated, itemized budget for this project including revenues and expenditures for this initiative

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

Outline

Outline (continued)