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## SPECIAL EVENTS FUNDING GRANT

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### Overview

In order to be considered for Special Event Funding, the applicant must:

- i. Fill out an application
- ii. Respond to emails in a timely manner
- iii. Be available for an approval and contact signing meeting if granted funds
- iv. Submit reimbursement forms for receipts for the event within the approved amount
- v. Submit the event reflection report one week following the event date
- vi. Event must be open to all Conestoga Students

Funding must be requested 30 days in advance of an event.

### Guidelines and Requirements

Any funding requested through the submission of this form is at the discretion of Conestoga Students Inc. and the Student Engagement Coordinator. These parties reserve the right to reject any proposal if it does not meet the criteria established below.

The following criteria are used to evaluate the merits of each application:

Does the application enhance the educational, cultural, or student experience of students at Conestoga College?

1. Does the project have a definite focus and a clear plan of implementation?
2. Does the applicant have a clear and definite time-line for completion of the project?
3. Is the amount of funding appropriate to the project?

Failure to meet one or more of these criteria will significantly reduce the likelihood that applications will be awarded funding.

### General Regulations

#### 1. Eligibility:

- i. All clubs applying for Special Events Funding must be sanctioned clubs by Conestoga Students Inc. both at of their application and throughout the duration of the funding granted

2. No club may hold or apply for more than one Funding Grant per semester

3. Clubs will only be considered for funding if the proposed project is shown to clearly enhance student experience.
  4. Awards will not normally be carried over from one fiscal year to the next. Funds not claimed or accounted for by year end return to Conestoga Students Inc.'s main account.
  5. All advertisements for Conestoga Students Inc. Special Events funded projects will clearly and obviously indicate that funding was received, and such support will be acknowledged at all public performances, conferences, guest lectures, and all such public events as receiving of Conestoga Students Inc.'s support.
  6. All submissions will be reviewed on a case-by-case basis and proposals funded in the past by Conestoga Students Inc. do not necessitate that similar projects will receive funding in the future.
1. Appeals
    - I. Unsuccessful applications may be formally appealed once per application. Specific reference to the nature of the appeal must be made at the time the appeal is submitted.
    - II. Appeals must be received via e-mail within 10 business days of Conestoga Students Inc.'s decision date.
    - III. The aforementioned criteria as stipulated above must be successfully met in order for your appeal to be considered.



## SPECIAL EVENTS FUNDING GRANT APPLICATION FORM

<b>Club Name</b>	
<b>President Name</b>	
<b>President Email</b>	
<b>Proposed Event Title</b>	
<b>Proposed Event Date</b>	
<b>Amount of Funding Requested</b>	
<b>Proposed Total Budget</b>	
<b>Proposed Event or Project Overview</b>  <i>(Include location, time, expected attendance, and other notable details)</i>	
<b>Specifics of what Special Events Funding will be used for</b>  <i>(Please be specific)</i>	
<b>General Notes or Other Information</b>	