

# GUIDE TO THE SSMU FUNDING PROCESS

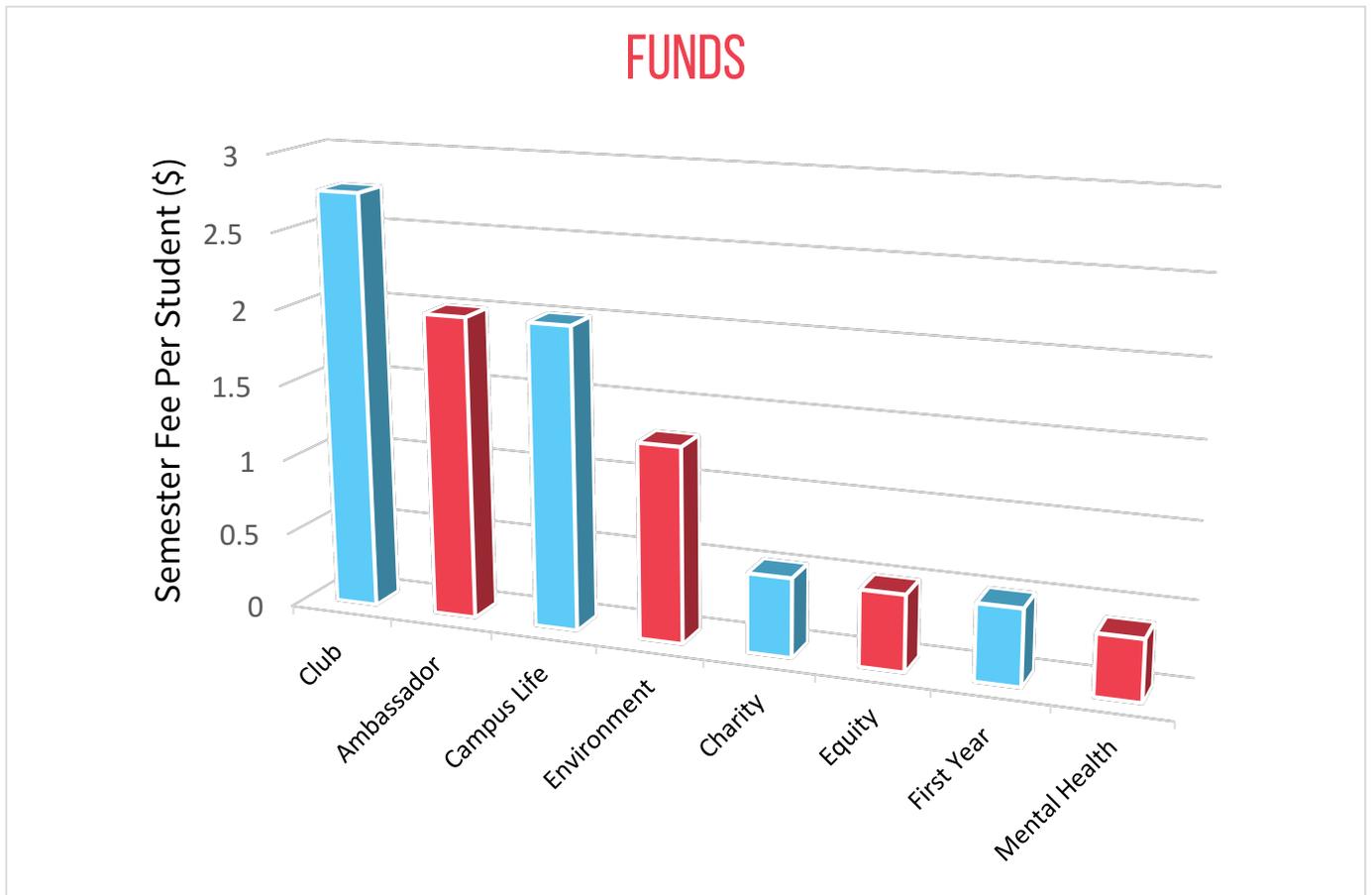


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## SSMU FUNDS 101

There are nine (9) different funds that you can apply to. These funds are varying amounts and correlate to their aligning Member fee. The funds are listed in descending order of approximate amounts available per semester.



### Club Fund

**Purpose:** The Club Fund is meant to provide funding for SSMU Club activities throughout the semester instead of on a per-event basis. **Only full status SSMU clubs** are eligible to apply for money from the Club Fund. Activities should correspond to the Club's mandate, as specified in its Constitution.

**Notes:**

- Priority for the Club Fund is given to clubs with the highest audit scores (the Funding Committee considers the applications from the 5+ clubs first, then the 5 clubs, etc.).

**What to include:**

- How your activities align with your club's mandate.
- Why your activities are valuable, how they benefit students.
- The approximate number of McGill students involved in the activities.
- This Fund is the most variable, so provide any other information that you think is relevant.

## Campus Life Fund

**Purpose:** Intended for various initiatives taking place on or near campus including, but not limited to, projects, events, conferences, publications, and productions of an academic, social, or athletic nature.

**Notes:**

- SSMU by-laws prohibit the funding of food and beverages in most cases
- Events which have a net surplus are not eligible for Funding
- The initiative must be open to all SSMU members

**What to include:**

- Type of initiative, the purpose of the initiative, the number of McGill students expected to participate
- Where the event will be, details on the activities that will occur
- Explain anything unusual about the initiative (e.g. if your speaker is very expensive explain why are they necessary, why you chose specific venues, etc.)

## Environment Fund (Formerly Green Fund)

**Purpose:** Intended for initiatives to promote a culture of sustainability on campus. Initiatives that reduce the environmental impact of a group, and in doing so increase the associated expenses, are also eligible.

**Notes:**

- If your group reduces environmental impact of an activity in a way that also decreases the cost those expenses are not eligible. (e.g. switching from taxis to public transport reduces environmental impact but is also cheaper, so public transport expenses would not be eligible).
- The Green Fund will not subsidize recycled paper. However, the Committee will subsidize the cost difference between choosing biodegradable materials that will cost more than regular materials, but quotes for both options must be provided.

**What to include:**

- What type of initiative it is, how many McGill students are involved, what other community members are involved.
- Specifically how it meets the fund mandate of sustainable initiatives or promoting a culture of sustainability on campus.

**Exceptions:** Cannot be used to subsidize the cost or difference in cost of environmentally friendly materials or supplies for an Initiative (e.g. recycled paper).

## Ambassador Fund

**Purpose:** Intended for McGill Students to participate in competitions and conferences of an academic nature. *If you are hosting an academic event on or near campus we advise you to apply to the Campus Life Fund instead.*

**Notes:**

- You are expected to travel in a cost-effective manner.

**What to include:**

- Location of trip, method of travel (include quotes), number of McGill students participating
- Purpose of trip, how it qualifies as a competition or conference of an academic nature
- How much each participant is expected to contribute (this should also be included in your event specific budget).

## Community Engagement Fund (Formerly Charity Fund)

**Purpose:** Intended to empower Members to engage in charitable, grassroots initiatives that contribute to building connections between McGill students and the surrounding community.

### Notes:

- Initiatives should be contributing to socially relevant goals and addressing social needs
- Importantly, the Charity Fund is primarily intended for community engagement initiatives. It is unlikely that the Funding Committee will provide funding for an events with the sole purpose of fundraising and which would have been profitable without a donation expense
- Funding is prioritized for projects that provide services which are linked to community development and the skill-sets of the service providers and where McGill students participate in and are directly engaged in a project in the community

### What to include:

- What your initiative is, how it addresses social goals or needs
- The number of McGill students expected to participate, the other community members involved
- If your group does make donations include these as expenses in your budgets.

**Exceptions:** May not be used to subsidize any type of expense (venue, catering, etc.) for fundraising events.

## Equity Fund

**Purpose:** Intended for projects, research, and policies that aim to end discrimination and promote accessibility and inclusivity in the McGill community. These initiatives may foster leadership, encourage civic engagement, or make observable differences in the representation or experiences of individuals who are members of historically and/or currently disadvantaged groups.

### Notes:

- This is intended for specific initiatives that clearly meet the fund mandate. Your group's mandate including the word "equity" does not qualify you to receive money from the Equity Fund.
- The Committee considers the available resources of the group (e.g. if they're already receiving significant financial support from elsewhere)

**What to include:**

- What type of initiative it is, how many McGill students are involved, what other community members are involved.
- Specifically how it meets the fund mandate (ends discrimination, promotes accessibility, makes differences in the experiences of disadvantaged groups, etc.)

## First Year Fund

**Purpose:** Intended for a wide range of large and small-scale projects intended to increase engagement among first year students.

**Notes:**

- There's a difference between first year students and first year members of your group. Things like orientation expenses for new members do not qualify.
- Saying that you generally encourage first years to participate is not sufficient.

**What to include:**

- How first year students are involved in the event, how many of them.
- How your initiative positively impacts the representation and experiences of first year students.

## Mental Health Fund

**Purpose:** Intended to empower mental health-related initiatives and outreach activities run by student groups.

**Notes:**

- The Funding Committee must be satisfied that the initiative's objective

will contribute to the promotion of mental health awareness, improvement of students' mental health, and/or the destigmatization of mental health issues on campus.

**What to include:**

- How many students will be involved with your outreach activity
- How your event will contribute to the awareness or support of mental health issues

## Space Fund

**Purpose:** Intended to support physical improvements in for student spaces on campus (e.g. office spaces).

**What to include:**

- Quotes for the physical improvements (if you're buying a couch include the price quote from the store website)

## WHO DECIDES?

Applications are reviewed and scored by the SSMU Funding Committee which is chaired by the Funding Commissioner. The Funding Commissioner is a non-voting member of the Committee and is there to help administer and support groups through the application process.

The Funding Committee Consists of:

- Funding Commissioner, (Committee Chair, non-voting)
- Vice-President (Finance)
- Vice-President (Student Life) (advisory)
- Two (2) Members at Large
- Two (2) Clubs Representatives to the Legislative Council
- Two (2) Councillors of the SSMU Legislative Council
- Advisory Members for specific funds (Mental Health, Equity, Community Engagement and Equity Commissioner(s), First Year Council Executive)

## ELIGIBILITY AND ABSOLUTE REQUIREMENTS

- Must be a SSMU Member in good standing (paid fees)
- The funding allocation cannot benefit only one individual student
- No Initiative without a deficit shall be granted funding
- Must demonstrate fiscal responsibility through possession of a group bank account or other approved financial management process and submission of complete budget materials.
- Must not have any outstanding financial issues (including outstanding granting reports) with the SSMU
- No funding applications may be approved if they span more than one (1) Fiscal Year
- All funded initiatives must include the SSMU's logo and recognize the Society as a sponsor in accordance [to guidelines set by the Funding Committee.](#)
- Only **one** application per event (the Committee may allocate from more than one fund based on resources capacity and demand)
- Must include quotes (e.g. inline shopping carts, venue quotes, etc.) where eligible

### Ineligible Items:

- Alcohol
- Food and beverages for consumption by applicant group, participants, or constituents (see exceptions)
- Salaries and stipends
- Fundraisers that primarily and/or directly benefit external agencies or causes are ineligible (i.e. No funneling money to another charity. Community engagement efforts are an exception)

## SPECIFIC FUNDING GUIDELINES AND EXCEPTIONALITIES

### **Disbursement:**

Groups are eligible to receive up to \$3000 (discretionary) in one installment.

**Two Installments:** The Committee may split approved funding into two installments if the application exceeds \$3000 or if the Funding Committee sees fit. In this case, the group must submit a second installment report to show appropriate use of and need for the remaining funding.

**Food and Beverages:** In some cases, funding may be granted based on the following exceptionalities:

- The food and beverages to be funded will be donated by the group to a charitable organization rather than consumed;
- The operations of the group making the application are entirely comprised of food services; or,
- The food and beverages to be funded will be sold as a means of raising funds (e.g. samosa sales).
- **NOTE:** This provision should **NOT** be interpreted to mean that food and beverages offered at fundraising events are eligible for funding.

### **Common Reasons for Rejection**

- **Incomplete Applications:** Submit all required receipts and **BOTH** the annual (operating) and event/project specific budget.
  - **Exception:** Stand-alone events that do not have an annual budget. Please ensure to include a note in the application
- **Incomplete Budgets:** Include ALL income, expenses, net surplus/loss, etc.

# APPLICATION

You may only submit one application for each event initiative, and you must choose a Fund to apply to. However, the Committee may approve you for another fund based on resource capacity and suitability.

## **Your application will consist of five components:**

1. Event/Initiative Specific Budget\*
2. Annual/Operating Budget (if applicable)
3. Supplemental Material (e.g. receipts for items already purchased, quotes, etc.)
4. Written Component
  - a. Description of group
  - b. Description of event/initiative
  - c. Rationale for how the initiative aligns with the grant you are applying to (approximately 500 words or less)
5. Post-Funding Report (submitted at a later date)

**\*Exception:** Clubs applying to the Club Fund for operating and related expenses

## **Budgets**

The SSMU provides budget templates specifically for funding applications. You must include both an Annual (Operating) budget as well as an Event/Initiative Specific Budget.

Please ensure that your Annual/Operating budget includes the following:

1. ALL sources of income (e.g. membership fees, other grants, sponsorships, fundraising, etc.)
2. Operating/One-Time Expenses (e.g. rent, large purchases, etc.)
3. Anticipated Expenses (e.g. monthly expenditures, events, etc.)
4. Annual Balance: Total Income – (Total Operating/One-Time Expenses + Total Anticipated Expenses) = Annual Balance.

## Reporting

In order to verify that the funds allocated are being used for their intended purposes, groups are required to submit a Post-Funding Reports. These reports take two forms:

1. **General Post-Funding Report** (most groups after receiving funding in one installment)
2. **Second Installment Reports** (for groups required to submit verification of appropriate use of funds to receive second half of funds granted)

### **Regardless of the type of report they must include:**

- Finalized Budgets
- ALL receipts
- [Verification of SSMU Sponsorship](#)

Late or incomplete reports are a serious infraction and may impact any future applications. The SSMU may also require the funds to be returned.

Any funds that are unspent or lacking receipts must be returned.

# DEADLINES

## Submission

Funding occurs in two cycles during the academic year; the Fall and Winter semesters. Applications are accepted on a rolling basis with a Committee established deadline near the end of each cycle.

## Reporting

**For SSMU Clubs:** The report is due during your next audit (e.g. If you receive funding in the Fall semester, you will submit this report along with your Fall Audit which is due at the start of the Winter Semester).

**All Other Groups:** A deadline will be provided to you in your decision letter.

## Timelines and Process

1. Group submits application
2. Committee reviews applications
3. Decision Letter sent out (approx. 2 weeks after submission)
4. Cheques Issued (approx. 1-2 weeks after notification)
5. Group notified via email to pick up cheque at SSMU Office

## OTHER FUNDING OPPORTUNITIES

SSMU is not the only source of financial assistance for student groups on campus! Below is a list of other funds that you can apply to!

- [Arts Undergraduate Society](#)
  - 1) Journal Fund
  - 2) Supplementary Fund
  - 3) Special Projects Fund
- [Dobson Cup](#)
- [Faculty of Engineering Student Initiatives Funding](#)
- [First Peoples' House Cousins Special Project Fund](#)
- [Integrated Management Student Projects Fund \(IMSPF\)](#)
- [Macdonald Campus Student Experience Enhancement Fund \(SEEF\)](#)
- [McGill Office of Sustainability Sustainable Projects Fund \(SPF\)](#)
- [QPIRG McGill Discretionary Fund](#)
- [Quartier de l'innovation Projects Fund \(QIPF\)](#)
- [Science Undergraduate Society](#)
  - 1) Special Projects Fund
  - 2) 21st Century Ambassador Fund
  - 3) Student Space Fee Fund
- [Students' Services](#)
  - 1) Innovation Fund
  - 2) Students Initiative Fund
- University Advancement
  - 1) [Student Sponsorship Program](#)
  - 2) [Seeds of Change](#)
- [SSMU Gerts Life Fund](#)