

UNIVERSITY OF WINDSOR STUDENTS ALLIANCE

FUNDING REQUEST FORM

Two types of funding are available to the University of Windsor community:

Club Funding

Student clubs ratified with the University of Windsor Students' Alliance are eligible for Club Funding. Club Funding cannot exceed 30% of expenses up to a maximum of \$300.

Special Event Funding

Full-time Undergraduate students are registered at the University of Windsor are eligible for Special Events Funding to help subsidize activities that develop and enhance student life. Special Events Funding cannot exceed 30% of expenses up to a maximum of \$300.

All Funding Requests are Subject to the availability of funds

All funding Requests proposals must follow the following procedures:

- All funding requests must be submitted 2 weeks prior to the event.
- Submission of a letter that outlines a detailed description of your request, explanation of how the event will benefit University of Windsor students, expected participation, what attempts were made to seek funding/sponsorship elsewhere.
- Submission of a detailed budget for the event with all expenses, revenues and projected net loss/profit

- Club Funding, Relief Funding and Special Event Funding requests will be presented to the funding committee for review, Sponsorship Funding requests will be presented to the Board of Directors for review. Past funding requests will be considered in the decision of the committee.
- A copy of all receipts and supporting information must be submitted with an expenditure report to the VP Finance after the event takes place.

The Board uses the following principles to help determine if the request should receive funding and if so, how much:

1. Campus benefit- What is the benefit to the overall undergraduate experience at Windsor campus? The more benefit to students per dollar, the more funding may be justified.
2. Openness/Exclusivity- Is the event open to all students or exclusive? The more open the event, the more payment may be justified; the more closed the event, the less payment may be justified.
3. Student Support- Would a reasonable fee paying student support his/her money paying for this? This is essential, for each dollar given is a dollar taken from the student body.
4. Alternatives- How does UWSA funding rank in appropriateness compared with alternative sources of funding? If there are more appropriate sources of funding, the UWSA should not grant payment.

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CONTACT INFORMATION:

Group Name: _____ Date: _____
Contact Name: _____ Contact Phone: _____
E-mail: _____ Student Number: _____

FUNDING INFORMATION

- Club Funding

- Special Event Funding

Funding Requested: \$ _____

Name of Event: _____

Location of Event: _____

(Presentation required if requesting Sponsorship Funding)

Submit form to the UWSA, c/o VP Finance and Operations