**Concordia Student Union Committee Funding**

Concordia Student Union committees manage annual budgets for the activities of the CSU that can also be accessed for project funding within certain limits. Each committee has a specific mandate, and will only provide funding to initiatives within this mandate. Priority access to these funds is given to undergraduate Concordia students, however – in some cases – funding can be awarded to graduate students, Concordia community organizations, or external projects and organizations, especially if Concordia undergrads are involved. Each committee accepts applications on a rolling basis.

Applicable committees are:

* Sustainability Committee
* Loyola Committee
* Student Life Committee
* External and Mobilization Committee
* Black, Indigenous, and People of Colour (BIPOC) Committee

*For details on each of these committees and their corresponding budgets, please return to the ‘Funding’ homepage on the CSU webpage. [https://csu.qc.ca/funding]*

Note: If you are applying on behalf of a student club or a student association, or for a project which is part of your program of study, we expect that you have already sought out funding from your designated student association. As such, your application must demonstrate that you already have lodged a special project funding application to your designated funding source.

* *For example, CSU clubs have access to CSU Special Clubs Funding, member associations of ASFA have access to ASFA’s Special Project Funding, Fine Arts students to FASA’s Special Project Grants, and so on.*
* *For a list of project funds available to on-campus groups, please return to the Funding homepage on the CSU website. [https://csu.qc.ca/funding]*

To be considered, all applications must be sent to the relevant committee for review, and include the following:

* A copy of this form fully filled-out;
* A detailed budget, including projected expenses and revenues;
* If your project is organized by a student club or a student association, or is part of your program of study, proof that you have already applied for funding from your designated funding source *(if you are an ASFA member association, proof that you have applied to ASFA Special Project Funding; if you are a club, proof that you have applied to CSU Clubs Special Project Funding*);
* Any relevant supporting documents.

**Committee Funding Application Form**

Name of the Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: $ \_\_\_\_\_\_\_\_\_

**GENERAL INFORMATION**

Name of the applicant (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a Concordia student? Y/N

* + {if yes} Student ID: \_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE PROJECT**

Are you applying on behalf of a group? [Y/N]

* {if yes} Please provide a brief description the group and the work it does

[....]

Is your project organized by a student club, student association, or part of your program of study? [Y/N]

* {if yes}Have you already applied to other funding sources on campus (such as the Sustainability Action Fund, the CSU Special Projects Fund, or the Concordia Council on Student Life)? If yes, please provide the answers, positive or negative, given to your funding applications. If you have not yet received a response, indicate the status of your application.

[....]

Description of the project

*Please specify how it will benefit Concordia students and/or the Concordia community if applicable.*

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Are you partnering with other organizations? [Y/N]

* {if yes} Please list the organization(s) you are collaborating with, and in what capacity.

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When will your project take place?

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Where will it take place? *If it will not take place on Concordia campus, please justify why it should still receive funding.*

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How is your project unique to Concordia? *Questions you may answer include: does it address unmet needs? Does it fill any specific voids in/around our community? Are there any other groups on campus or around Montreal working on similar projects – if so, how is this different or if not, how is this project vital?*

**FINANCES**

Please indicate the total amount requested: $\_\_\_\_\_\_

Please indicate the total projected cost of your project: $\_\_\_\_\_\_\_\_\_\_

Please provide a detailed overall budget for your project. This budget must include:

* A breakdown of the projected expenses, as well as the total cost of the project;
* A breakdown of your projected sources of revenue, as well as whether or not they have been confirmed at the time of your application.

You can consult the example provided at the end of this application form. Feel free to provide a more detailed version.

Please note that:

* The CSU encourages all the organizations it partners with to offer a living wage for labour. You can consult the updated amount for a living wage on the website of the *Institut de recherche et d’informations socioéconomiques* (IRIS): iris-recherche.qc.ca.
* Expenses must conform to the CSU Sustainability Policy (for any question regarding this policy, please email sustainability@csu.qc.ca).

**COMMITTEE-SPECIFIC QUESTIONS**

## External and Mobilization Committee

How does your project relate to the CSU positions book? *Please refer to each position individually.*

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**EXAMPLE OF A BUDGET**

EXPENSES

|  |  |
| --- | --- |
| Expense description | Amount |
| Space booking | $400 |
| Catering | $150 |
| Speaker honorarium | $750 |
| Moderator honorarium | $200 |
| Printing cost (posters, flyers) | $60 |
| Travel cost for speaker | $200 |
| Local transportation for speaker (metro pass) | $10 |
| Hotel cost for speaker (1 night) | $120 |
| **TOTAL** | **$1,890** |

REVENUES

|  |  |  |
| --- | --- | --- |
| Source of revenue | Confirmed (Y/N) | Amount |
| CCSL | Yes | $890 |
| SAF | No | $700 |
| CSU Community Action Fund |   | $300 |
| **TOTAL** |   | **$1,890** |