



## CSU Community Action Fund

# Operational Grant Application Form

The mandate of the CSU Community Action Fund is to:

- Grant funding to initiatives or organizations aligned with the CSU Position Book;
- Accommodate costs needed by a Concordia University undergraduate student association in case of a binding strike mandate voted by said association.

The purpose of this Fund is to finance both on and off-campus initiatives and organizations.

Special attention shall be made to prioritize funding to:

- Initiatives organized by black, indigenous, people of colour, and other marginalized groups;
- Organizations advocating for black, indigenous, people of colour, and other marginalized groups.
- Initiatives and organizations having scarce access to funding.

This application form is only for OPERATIONAL GRANTS:

- If your application concerns a strike mandate voted by a student association, please fill the *Strike Application Form*.
- If your application concerns funding for a project, please fill the *Project Application Form*.

The Community Action Fund has a mandate to fund community organizations which have scarce access to funding. As such, operational grant applications from student clubs or associations, or from any organization funded through a fee-levy, will not be considered.

To be considered, all applications must be sent to [caf@csu.qc.ca](mailto:caf@csu.qc.ca), and include the following:

- A copy of this form fully filled-out;
- A detailed budget, including projected expenses and revenues, without contribution of the Community Action Fund;
- A detailed budget, including projected expenses and revenues, with the expected contribution of the Community Action Fund;
- [Optional] Budgets from the past three years;
- [Optional] Any relevant supporting documents (such as promotional materials, a list of stakeholders, newspaper articles, etc.)

The Operational Grant Applications to the CSU Community Action Fund are subjected to a maximum of \$2,500. Any application over this amount may be granted only in extraordinary circumstances.

The deadline to submit an application is the 15th of each month. Applications submitted after that date will be considered the following month.

NAME OF THE ASSOCIATION	AMOUNT REQUESTED
_____	\$ _____

### **GENERAL INFORMATION**

Name of the applicant \_\_\_\_\_

Are you a Concordia student? \_\_\_\_\_

- *[if Yes]* Student ID: \_\_\_\_\_

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

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

### **THE ORGANIZATION**

Please describe your organization. You can include information such as: its mandate(s), its history, what it does, a list of other organizations that it works with, and so on.

Could you describe how your organization is aligned with the CSU Position Book?

*Please refer to the specific positions.*

Does your organization advocates for black, indigenous, people of colour, or other marginalized groups? Yes                  No

*[if Yes] Please describe.*

## **FINANCES**

In order to obtain an operational grant as an organization, and not for a specific project, you must qualify as an organization that has scarce access to funding.

Please provide us:

annual budgets from the 3 past years if possible,  
as well as two projected budgets for the upcoming year (with and without funding  
from the Community Action Fund).

Please explain what access to funding your organization has.

*For example, do you have a stable source of funding, what is the size of your annual budget?*

Please explain **in detail** what this operational grant would make possible.

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 (*salaire viable*) on the website of the *Institut de recherche et d'informations socioéconomiques* (IRIS): [iris-recherche.qc.ca](http://iris-recherche.qc.ca);
- Expenses must conform to the CSU Sustainability Policy (for any question regarding this policy, please email [sustainability@csu.qc.ca](mailto:sustainability@csu.qc.ca)): <https://csu.qc.ca/download/rules-and-regulations/ethics-and-sustainability-policy>.