



CSU Community Action Fund
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Project 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 PROJECTS:

- If your application concerns a strike mandate voted by a student association, please fill the *Strike Application Form*.
- If your application concerns general funding for an organization having scarce access to funding, please fill the *Operational Grant Application Form*.

The Community Action Fund has a mandate to fund community project which have scarce access to funding. As such, if you apply on behalf of a student club or a student association, or for a project which is part of your program of study, you must prioritize other funding channels, and the Community Action Fund will not review your application before you have shown that you have exhausted these.

For example, CSU clubs have access to Club SPF, Arts and Science student associations and students have access to ASFA's Special Project Funding, and so on.

For a list of project funds available to on-campus groups, please return to the Apply for funding homepage on the CSU website

To be considered, all applications must be sent to caf@csu.qc.ca, 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]* The positive or negative answers to your funding application by relevant funding bodies, ;
- Any relevant supporting document.

The Project Applications to the CSU Community Action Fund are subjected to a maximum of \$3,000. 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.

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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 PROJECT

Are you applying on behalf of a group? Yes No

- *[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? Yes No

- *[if Yes]* Have you already applied to other funding sources on campus (such as the Sustainability Action Fund, the CSU special projects fund, the Concordia Council on student life)? If yes, please provide the answers, positive or negative, given to your funding applications.

Write down the name of the attached document(s) if applicable, as well as your comments.

Description of the project

Please describe your project below, or write down the name of the attached document(s) if applicable.

Are you partnering with other organizations? Yes No

[if Yes] Please list the organization(s) you are collaborating with, and in what capacity if relevant.

When will your project take place?

Where will it take place?

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

Please refer to the specific positions.

Is your project organized by black, indigenous, people of colour, or other marginalized groups? Yes No

[if Yes] Please describe.

Please qualify the access to funding of your organization.

For example, do you have a stable source of funding, what other funds are you accessing, and what is the size of your annual budget?

FINANCES

Please indicate the total amount requested from the Community Action Fund. \$ _____

Please indicate the total projected cost of your strike activities. \$ _____

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 (*salaire viable*) 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): <https://csu.qc.ca/download/rules-and-regulations/ethics-and-sustainability-policy>.

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
Organization X	Yes	\$590
Organization Y	No	\$500
CSU Community Action Fund		\$800
TOTAL		\$1,890