



# FUNDING REQUEST FORM

## Collectives

SUNSCAD sets aside a limited amount of money to encourage the activities of clubs and societies for NSCAD students. The maximum amount that may be available per collective per year is \$1000. Completed funding request forms received by SUNSCAD will be reviewed at the next executive meeting. Once voted upon, the club representative will receive a phone call or email, and if your request has been approved, you may pick up your cheque from the SUNSCAD office (D-250). Retroactive requests will not be considered. This petition will be governed by the bylaws and standing resolutions of SUNSCAD. SUNSCAD retains the right to reject this petition, request amendments, or grant less than the requested amount.

To be eligible for this grant, the petitioner must prove or provide the following:

- At least 10 NSCAD students who are interested in participating in the event.
- A non-discriminatory membership.
- That the goal of the event is in solidarity with the SUNSCAD mandate.
- That you are pursuing other means of funding to a reasonable extent.
- A budget outlining how you plan to use the funds requested.
- A detailed report if requested by SUNSCAD including; bookkeeping, receipts and proof of the subsidy having been used for the budgeted and specified purposes which must be presented at the AGM or when the club disbands, whichever comes first.
- Return of all money that remains by the end of the winter semester or when club disbands.
- Return of all money in full if funding was not used as specified in this form.
- Assume all responsibility for property/persons involved, releasing SUNSCAD/NSCAD from any liability.
- Keep signed waiver forms from all participants to be available by request at any time.

**Name of Collective:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of Collective Mandate** (please attach description and any supporting documents):

**Name of Student Organizer:** \_\_\_\_\_

**Signature:**