



# FUNDING REQUEST FORM

**Event**



*Please Read Entire Form Thoroughly.*

SUNSCAD sets aside a limited amount of money for events at NSCAD University. The maximum amount that may be available per event per year is \$1000. Completed funding request forms received by SUNSCAD will be reviewed at the next executive meeting. Once voted upon, the events organizer 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 non-repayable grant, the petitioner must prove the following:*

- At least 10 NSCAD students who are interested in participating in the event.
- A non-discriminatory event
- 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.
- Return of all money that remains by the end of the event
- 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Reason for this Request** (please attach description and any supporting documents):

**Details of Other Funding Pursued** (please attach description and any supporting documents):

**Signature:**



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## Event

Example of Budget;

### *Expenses for Annual Fundraiser Event*

Coffee: \$100

Posters: \$50

Plates, Forks, Knives: \$50

Sandwiches: \$50

Total Expenses: \$250



You can fill in the online form & send it to our Resource Coordinator Tara Fleming [tfleming@nscad.ca](mailto:tfleming@nscad.ca)