



FUNDING REQUEST FORM

Event

SUNSCAD sets aside a limited amount of money to encourage the events at NSCAD University. Completed funding request forms received by SUNSCAD will be reviewed at the next executive meeting. The SUNSCAD Executives will recommend defeat or acceptance of the request at the next council meeting. Once voted upon, you 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 without prior approval. 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.
- Reimbursement process may be applicable to this event, receipts are necessary for this process as well as prior approval from the Executive Council
- 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 winter semester or when club disbands.
- Return of all money in full if funding was not used as specified in this form.
- Keep signed waiver forms from all participants to be available by request at any time.

Name of Event: _____ **Date:** _____

Phone Number: _____ **Email:** _____

Description of Proposed Event (please attach description and any supporting documents):

Please indicate the following by circling YES or NO

Alcohol Involved	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Transportation Involved	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Sports Activity	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Waiver forms required	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Signature of Student Proposing the Event: