Call for Proposals – 2014 Student Support Funding

At this time, a call for proposals is being initiated for the funding of student activities (events, conferences, competitions, etc.) that will take place from April 1, 2014 to March 31, 2015. All established FAS student organizations/groups are eligible to apply. As there is a limited budget available to support student group initiatives, please look ahead at the entire year, as one off requests in the coming year will be difficult for us to secure funding for.

Submission Deadline

Friday, June 6th, 2014 – this call for proposals covers all (not previously considered) activities that fall between April 1, 2014 to March 31, 2015.

Submission Guidelines

Please prepare proposals for all hosted events, conferences, professional development and/or competitions for which your FAS Student Society/Group is applying for funding for. It is encouraged that multiple entries be included in one proposal if they are all supported by one Society/Group. For each initiative, please include the following details:

- FAS Student Society or Group that is supporting the proposal
- Description
- Benefits
- Dates
- Location
- Number of students involved
- Budget details
- Funding support request
- Funding expected from other sources

Before submitting a funding request, please ensure you first approach your School Director to determine whether funding is available from the School.
In addition to the details above, with each proposal please provide an overview as follows:

<table>
<thead>
<tr>
<th>Initiative (event, conference, competition)</th>
<th>$ Request to FAS</th>
<th>$ Request to School</th>
<th>Total Funding Required</th>
<th>Date initiative takes place</th>
<th>Location</th>
<th>Number of Students involved</th>
</tr>
</thead>
</table>

Proposals are to be submitted to the FAS Dean’s Office, Applied Sciences Building, room 9861, Burnaby campus or can be emailed to fasgen@sfu.ca.

**Funding outcomes will fall into 3 categories**

1) Funding for a specific event, conference with a set number of delegates to send
2) A grant to cover and contribute to one or more events and/or conferences
3) Reimbursement to students for conference attendance, for specific costs associated with an event or a competition’s out-of-pocket expenses

**Notification of proposal outcome**

Once the proposals have been adjudicated, you will be notified by email of the outcome.

**Funding Distribution**

*Invoicing for Conferences/Events*

Payment can either be made directly to the conference to cover delegate fees or if it involves others costs including travel by the student, a cheque will be issued to the Student Society for their reimbursement directly to students. Please allow 4-6 weeks for cheque processing. **Please include the name the cheque should be payable to in the proposal.**

*Student Society/Group Grant*

A cheque will be requested in the amount assigned. **Please include the name whom the cheque should be payable in the original proposal. Please note, cheques will not be paid directly to a student.**

Upon conference/activity completion, funded applicants may be asked to share their experiences by submitting a short report or by participating in a student-related recruitment/retention event on behalf of the Faculty.

Should you have any questions, please email fasgen@sfu.ca.