**Student Initiative Fund**

Are you or your student group looking for funding to get a project started? Do you have a great idea for an activity or event but need money to make it happen? The SGA/AGÉ Student Initiative Fund offers financial support for projects that enhance the student experience and cultivate a sense of community at Laurentian University.

The Laurentian University Students’ General Association recognizes that student initiatives help build a vibrant student life on campus, but oftentimes, students, groups/organizations, and academic groups do not possess the necessary financial resources to pursue their extracurricular endeavors. With this in consideration, the SGA/AGÉ has allocated a limited amount of funds to assist individual students and LU-recognized groups to bring academic, cultural, and recreational projects to life.

Criteria:

Funding applications must meet the following criteria:

1. Applicants must be SGA/AGÉ members, or a recognized academic group or society.
2. Projects/initiatives must not directly earn academic credit.
3. Students must demonstrate they have attempted to secure income/funding from alternate sources. These sources can include but are not limited to fundraising (ie. Bake sale), faculty or other donations, sponsorship, grants, etc.
4. Requests must be for a specific activity or activities.
5. Projects/initiatives must demonstrate that they:
   1. Enhance student life beyond academic requirements
   2. Support or promote Laurentian University and its student body
   3. Assist in cultivating a sense of community at Laurentian University
   4. Assist students with promoting Laurentian University at academically recognized provincial, national, or international events/conferences

\*Additional considerations include:

1. The number of times funds have been granted in the past four years.
2. The amount requested for the project/initiative.
3. The extent to which the individuals/groups involved have raised or will raise funds for the activity.
4. The safety and liability risks for students and others participating in the activity must be ensured, all events must be reviewed and approved by the SGA/AGÉ VP Student Life, and appropriate risk management protocols followed.
5. Demonstration of the ways the event is environmentally friendly/sustainable.
6. Demonstration of commitment to the success of the initiative.

Ineligible Submissions:

The SGA/AGÉ will NOT award funding for the following:

1. Deficits from a previous year or a completed initiative
2. Contingency funds or ancillary expenses
3. Projects that directly earn academic credit
4. To pay for employment positions
5. Initiatives outside of the Laurentian University community
6. Personal expenses
7. Initiatives including alcohol-related expenses
8. Initiatives that exclude any student or student group from participation

\*Please note:

* Students are able to apply for the fund only once per project/initiative.
* Funds are not guaranteed — the amount available may be exhausted at any time before the end of the academic year.
* The SGA/AGÉ reserves the right to deny any application for funding that does not follow the above or as determined by the SGA/AGÉ.
* Filling an application does not guarantee that the total amount will be granted, the SGA/AGÉ reserves the right to provide a different amount than requested.
* Applicants who do not meet the conditions of previous funding as directed will not be considered for funding in the future.
* SGA/AGÉ Ratified Clubs are not eligible for this fund, they must submit a Club Application for Additional Funding.
* Funds might be granted on a conditional basis as determined by the SGA/AGÉ.

How to Apply:

1. Download the Student Initiative Fund Application Form (below)
2. Fill out the form and attach any other relevant documentation
3. Submit electronically to [vpstudentlife@laurentian.ca](mailto:vpstudentlife@laurentian.ca)
4. In the email submission, indicate “SIF: Project Title” in the subject line
5. Ensure the Project Lead has identified contact information for submission follow-up and clarification.

Funds Access:

After the submission has been reviewed, the Project Lead will be contacted and informed of the outcome of the request, if approved, the amount of funds the project has been granted will be part of the notification.

After review, the SGA/AGÉ will inform the Project Lead on the approved method for the funds to be released. Approved funds may be accessed/utilized in the following ways:

1. Eligible costs to be directly paid to the supplier for Purchase Orders made by the Student(s)
2. Student(s) pay in advance, then complete and submit a reimbursement request with attachments of the receipts.
3. Student(s) are awarded a transfer, check, or cash advance

The SGA/AGÉ reserves the right to choose the form of disbursement of funds. Awarded funds must be accessed within the current academic year. Funds cannot be transferred or carried over from year to year. All funds expire on April 30th of each year.

Funds are only to be used towards approved project components listed on the submission.

Final Report and Follow-Up:

Within 30 days of the completion of the initiative, students must submit a final report. If the Final Report is not submitted, the Project Lead will be held responsible for repayment of any funds expended.

The Final Report must include:

* The project or initiative's main objectives
* Key achievements
* How the experience impacted the individual/group and the “biggest takeaway”
* Details of any difficulties or set-backs encountered
* Attachments of marketing or communications strategies and photos of the event/project
* Current contact information (including Phone Number and Email) of the project lead and a secondary person involved in the project (Name, Phone Number, Email, and Student Number)
* A complete list of actual costs/expenditures for the initiative
* Details of the specific costs funded by the SGA/AGÉ
* A list of other sources of funding/revenue secured

The SGA/AGÉ reserves the right to use the above information to inform and promote the program and the organization.

**Application Form**

Additional Funding Request

Please submit this form to request funding for your student initiative/event.

Once completed, please email the form to [vpstudentlife@laurentian.ca](mailto:vpstudentlife@laurentian.ca) and include any attachments necessary to support your application.

**Organization and Student Information**

1. ***Project Lead Information***
   1. Full Name:
   2. Email address:
   3. Phone number:
   4. Student Number:
2. ***Secondary Representative Information*** 
   1. Full Name:
   2. Email address:
   3. Phone number:
   4. Student Number:
3. ***Name of recognized student group (if applicable)***

*Grant Proposal*

1. ***Name of initiative, activity, or event:***

1. ***Date of initiative, activity, or event:***
2. ***Location of initiative, activity, or event:***
3. ***Anticipated attendance or scale of impact:***
4. ***Please describe in detail the initiative you are planning to fund.***
5. ***How does this initiative benefit the students and campus community?***
6. ***Is this project open for all students to participate?***
7. ***Please identify the risks or hazards involved in running this initiative and the mitigation/prevention strategies.***
8. ***Please specify the total amount of funding you are seeking from the SGA/AGÉ. Please provide a breakdown of what it will be used for.***
9. ***Please describe the budget. Include any revenue and expenses.***

I, , hereby acknowledge and confirm the veracity of the information provided in my funding application. I understand that the funds requested will be utilized exclusively for the purpose outlined in the proposal. Furthermore, I acknowledge and agree to adhere strictly to all the rules and regulations governing the use of the SGA/AGÉ Student Initiative Fund. I am aware that any violation of the guidelines may result in disciplinary actions, including but not limited to being banned from future funding consideration and the obligation to return the funds provided.

***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***