

FACULTY OF PUBLIC AFFAIRS
GUIDELINES FOR FUNDING OF STUDENT SOCIETIES

The Office of the Dean of the Faculty of Public Affairs (ODFPA) wishes to assist Student Societies in funding some of the costs incurred to organize programs, events and meetings.

The ODFPA is willing to entertain requests of one time per semester funding to each eligible society in an amount of up to \$1000.

For the purpose of these Guidelines, Student Societies are those clubs and societies that are recognized and funded by the Carleton University Student Association and have a connection to an FPA Unit. A connection to an FPA Unit may include having a designated Faculty member from the Unit as an advisor. The Dean of the Faculty of Public Affairs may extend this definition at his/her discretion.

To be eligible for funding, Student Societies must demonstrate that they have the support of their academic unit, and that they have requested funding from other sources, such as their academic unit. Student Societies must disclose in their Application for Funding any funds already received and the expenses towards which these other funds are directed.

Student Society contacts should complete the attached Application for Funding. Please note that this Application includes a request for a budget for the program, event or meeting. The Dean may, at his/her discretion, determine which budget items provided are eligible for funding. Additionally, to receive the funding Student Societies must submit specific documentation for costs. The Dean also reserves the right to request the return of any unspent funds.

<p>Examples of costs that are eligible for funding may include speaker fees, venue costs, and food costs. Examples of costs that are not eligible include any alcohol. Examples of documentation of costs may include room rental agreements, speaker contracts or receipts for expenses already paid.</p>

APPLICATION FOR FUNDING – STUDENT SOCIETIES SUPPORT

The Office of the Dean of the Faculty of Public Affairs (ODFPA) wishes to assist Student Societies in funding some of the costs incurred to organize programs, events and meetings. Applications must be received by the Undergraduate Supervisor/Chair of the Student Society’s Unit and then forwarded to ODFPA for review.

PLEASE ATTACH ANY POSTERS OR ADVERTISEMENTS FOR THIS EVENT, PROGRAM OR MEETING.

Student Society Name

Student Society Contact Name

Position

Contact E-Mail and Telephone

Please provide a short description of the program, event or meeting for which you are requesting funds.

Please provide a brief budget for the event (or attach a budget as appropriate).

Please attach documentation that funding has been requested from other sources and please provide a brief outline of the expenses towards which these other funds will be directed.

Signature of Student Society Contact

Please Print Name

I have seen the budget for this event and I support the request for funds

Signature of Representative of Academic Unit Please Print Name