



## Social Science Students' Council Departmental Organization Grant Application 2017-2018

### **Synopsis**

Thank you for your interest in the Social Science Students' Council Grants System for the 2017-2018 academic year. Please be sure to answer each of the following questions in detail, attach all necessary receipts, and required documents that will provide validity to your application. Each application must include a detailed budget outlining revenues, expenditures and non-SSSC grants for the organization's event. Failure to provide detail forms and budget will result in an unsuccessful application.

If an application requests more than \$700.00, the organization must deliver a presentation to the SSSC Finance Committee outlining the event. The organization will also be subject to a brief 10-minute question period. The presentations will take place the Tuesday evening after the grant deadline. Each organization will receive an email confirmation outlining the location and time of the presentation.

If the application is successful, the organization will be granted 75% of the total grant requested. The SSSC will withhold the remaining 25% until the event has passed. After the affair, the organization must provide a follow-up report outlining the utilization of the funds, as originally intended. Upon submission of this report, the organization will be granted the remaining 25% of the grant total. Failure to submit a follow-up report or to provide full disclosure of financial information will jeopardize the remaining 25% of the grant.

## **Grant Deadlines**

The SSSC Finance Committee will review Grant applications once a month. Please note we will contact you regarding your application upon its submission to the SSSC. Additionally, we will contact you 24 hours before your presentation date with regards to the time and location. Please make all efforts to attend.

## **Questions and Submission**

Please forward all questions and DOGS submissions to:

Kate Holmes

Associate Vice-President Finance, Social Science Students' Council

Email: **kholme43@uwo.ca**

And

Owen Parker

Vice-President Finance, Social Science Students' Council

Email: **oparker2@uwo.ca**

Name of Organization Applying for Grant:

Event Name:

Event Date:

Main Contact:

First Name:

Last Name:

Email:

Amount Requested: \$\_\_\_\_\_

Individual/Organization Payable to if Granted: \_\_\_\_\_

Do you have a bank account with the (University Students' If so, what is your USC Account Number?

Have you/your organization applied to our grant system in the past?  
If so, how much did you receive?

If individual applicant: are you opted in to the Student Donation Fund this year?  
(Only individuals who have paid the SDF fee are eligible to receive grants)

Reason for Grant **(please highlight which apply):**

Culture/Arts

Intellectual/Educational

Civic Engagement

Spiritual/Religious

Health and Wellness

Environment

Community Social Activity

Other (describe):

**Please be aware only Social Science students can apply to DOGS.**

### **Organization's Background**

1. Provide a description or history of the organization in need of the grant.
2. What relevant experience has the organization had in the past to aid in conducting this event?
3. Is this a reoccurring event or a new event? If it is reoccurring, please outline last year's success.

### **Description of the Event**

1. What is the purpose of your event? Please describe what the organization plans to achieve.
2. Please provide a description of your event and why you believe the Social Science Student Donation Fund should fund this event.
3. Outline academic benefits this event will provide students at Western University, specifically Social Science students.
4. What challenging factors do you foresee with this event? Please provide a brief contingency plan describing how the organization will address these challenges.

### **Promotion**

1. Will this event promote the Social Science Students campus? If so, how do you plan to implement this promotion?

### **Finances**

1. Why are the funds needed? What will the grant be used towards? (ie: travel accommodations, food, promotional expenses)
2. Have you submitted additional requests for grants, other than this SOGS application? If so, explain briefly how the organization will utilize these additional grants.
3. Is this event sponsored by other organizations? If so, list these entities.

### **Additional Information**

1. Please provide any additional comments relevant to this application, including supplementary graphics or documents.

### Budget and Supplementary Forms

Please include the following mandatory forms:

1. Event Budget, listing all revenues and expenditures (see Exhibit 1)
2. Organization Budget, outlining any possible sources of revenue (besides grants/sponsorship)
3. Supporting documentation showing your current progress (i.e. Itinerary of trip, email correspondence with speakers etc.)

#### Exhibit 1 - Sample Budget:

##### REVENUES

Estimated Ticket Sales	\$ 150.00
SOGS Grant Amount	1,000.00
Other Funding	500.00
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Total Revenue	\$1,650.00

##### EXPENSES

Venue	\$ 600.00
Speaker	500.00
Promotional Material	200.00
Food	350.00
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Total Expenses	\$1,650.00

Net Amount	\$ 0.00
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