

THE FIMS UNDERGRADUATE STUDENT DONATION Request for Funds Proposal

1) Guidelines for Reviewing Applications:

- All funds specified must be in Canadian dollars
- Partial funding to projects will be considered
- Projects that have sought other forms of funding may receive special consideration
- An application for reimbursement of funds is not guaranteed and will be granted only under exceptional circumstances
- Submit a complete proposal, including but not limited to pictures or links, a comprehensive list of specifications, and any budgetary details (quotes, estimates, order details, etc.)
- The fund will attempt to sponsor a variety of short and long term initiatives
- The fund will support a wide diversity of projects and aim to benefit the interests of all undergraduate FIMS students
- Unsuccessful applicants are encouraged to reapply

2) Promotion:

- Whenever possible, any marketing materials (posters, e-mails, websites) used to promote projects or events funded by the donation must credit the support of the FIMS Undergraduate Student Donation, using the logo created and supplied by the FIMSSC.

3) Equipment Purchase:

- Any equipment purchased should aim to benefit the interests of all undergraduate students
- Proposals for equipment must include price quotes, model numbers, and other detailed descriptions and/or illustrations
- Whenever possible, all equipment purchased using the funds must have a FIMS Undergraduate Student Donation Fund logo affixed

4) Successful Applicants are Responsible For:

- Confirming all financial and organizational details of the project with the Director of Administration (or designate)
- Advertising projects/events through the FIMSSC website (fimssc.ca), e-mails to the students
- Immediately notifying the Selection Committee of any postponements or cancellations of projects; all cancelled projects will have funds reverted back into the account
- Preparing a brief report of the impact/success of the project funded, including a complete financial accounting for the event (quotes, estimates, order details), to be submitted to the committee within one month of the completion of the project or event

N.B.: Once approved, projects must be completed within two years from the approval date. If not completed, funds will be reverted back into the reserve.

USF Request for Funds Proposal
Faculty of Information and Media Studies Undergraduate Student Donation Fee

Name:	Date:
Contact Info (Phone/Email):	
Student / Staff / Faculty (circle one)	
Degree / Department / Position:	
Project Name:	
Date of Event (if applicable):	
How would students benefit from this project? Who would be affected?	
Describe your project	

COST BREAKDOWN

TOTAL: \$

PROJECTED BUDGET

Expenses (total costs from above): \$ _____

SIGNATURE: _____