

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: Ariana Magliocco and Kyra Balogh	Date:
Contact Info (Phone/Email): amaglioc@uwo.ca / 647 972 2619	
<input checked="" type="radio"/> Student / <input type="radio"/> Staff / <input type="radio"/> Faculty (circle one)	
Degree / Department / Position: Media and the Public Interest / Faculty Liaison	
Project Name: FIMSSC General Assembly (X2)	
Date of Event (if applicable): November 16th @ 6:30 and February 13th @ 6:30	
<p>How would students benefit from this project? Who would be affected?</p> <p>This is a unique event benefits the FIMS constituency, precisely because it enables change in FIMS by offering a space for students to provide feedback. The general assembly is where students get the opportunity to tell us, the council, exactly what is working and what isn't in their undergraduate experience—what made is spectacular? What could use work? It is a key method to improve the faculty and provide those in the program a better and more enriching experience.</p> <p>The hope is for the FIMSSC general assembly to become a better representation of the FIMS student body than council on its own. If this level of representation is achieved, recommendations can be turned to tangible proposals for change that can be brought forward to the FIMSSC/the USF/the UAC. Although the general assembly has yet to draw this kind of turnout, it is critical to continue to have a space open for this kind of discussion while other ways to encourage engagement are explored.</p>	
<p>Describe your project</p> <p>The general assembly will require catering; it can be assumed that approximately 15 to 25 individuals will be present. Catering will be ordered from Great Hall Catering, and will come in the form of a variety of snacks (donut bites, fresh fruit, refreshments). \$165 should cover the costs of catering and promotions for one event. To garner a higher turnout than previous years, the FIMS Street Team will promote the general assembly. Platforms that the event will be promoted on include the FIMSSC social media accounts, Facebook groups for FIMS students from every year, and Vimeo video which will be handled by the FIMS Street team that is responsible for all FIMSSC event promotions. Instead of placing posters only in the NCB (as costs rise if we want to place it on USC controlled buildings), I am proposing we invest some money in Facebook advertising. Putting \$10 into this ads is predicted to reach 1000+ people and encourages interaction with our post and clicking “attending event”; thus, increasing chances students' will remember to come to the event and gauge more interest. We would boost the facebook through advertising 2-3 days before the event. Other promotion would begin as soon as the event is given funding in hopes that more time promoting will garner more student interest and give students the time to formulate their thoughts. A classroom will be booked where the assembly will take place; a large venue will not be required. This means that there is flexibility surrounding location and availability of rooms.</p>	

COST BREAKDOWN

	November General Assembly	February General Assembly
Great Hall Catering Labour Fee	\$20.00	\$20.00
Fresh Fruit & Berry Platter X 17 people	\$48.45	\$48.45
Donut Holes X 3 Dozen	\$10.80	\$10.80
Hot Chocolate X 10 cups	\$23.00	\$23.00
Fire Roasted Coffee X 15 cups	\$34.50	\$34.50
Facebook Ad Buy	\$10.00	\$10.00
Subtotal: 146.75		Subtotal: 146.75
Tax (Great Hall Catering): 17.78		Tax (Great Hall Catering): 17.78
TOTAL: \$ 329.06		

PROJECTED BUDGET

Expenses (total costs from above):

\$ 329.06

SIGNATURE: A.M