

THE FIMS STUDENT PRODUCTION FUND

Request for Funds Proposal

The Faculty of Information and Media Studies (FIMS) Student Production Fund, a subsidiary of the Undergraduate Student Fund (USF), was established in 2018. The Student Production Fund aims to empower students to create a non-academic body of work, which is informed by and available to, the FIMS community. This initiative encourages FIMS students engage in media production, broadly conceived, by reducing financial barriers to entry. The USF Production Fund will be adjudicated separately from the USF Fund, and money will be allocated based on a tiered system;

Pint Sized Projects - Under \$100: The 'Pint-Sized Projects' proposal is intended for small, time sensitive initiatives with fixed costs and works on a reimbursement policy only. Applicants can submit a request for funding online at (link). Proposals will be accepted on a rolling basis, and can therefore be submitted at any time, but reimbursement will not occur until the subsequent USF deadline (For example, If an application is submitted and approved by October 22nd, applicants will have to wait until January 30th for Reimbursement. USF deadlines are October 15th, January 30th and March 15th). The 'Pint Sized Projects' Fund has \$800 available, and will be allocated until it's depletion, therefore, the fund runs on a 'first come, first serve' basis.

Big Budget Projects - Over \$100: Projects up to \$1,000 will be considered and adjudicated by the USF Committee. Students have one opportunity to submit proposals for 'Big Budget Funding' on December 6th. The 'Big Budget Project' Fund has \$2,000 available, and will be allocated until it's depletion, therefore, the fund runs on a 'first come, first serve' basis.

Collaborative initiatives with one or more FIMS Students are strongly encouraged, and interdisciplinary collaborations will be considered so long as 50% of the applicants named on the proposal are FIMS students who pay into the USF Fund.

Students are strongly encouraged to reach out the Student Production Fund Coordinator, Aleah Balas at abalas@uwo.ca prior to submitting a proposal.

Stipulations:

- The USF Production Fund may not be used for academic purposes
- Any proposals affiliated with a club or organization will not be accepted

Guidelines for Reviewing Applications:

- All funds must be in Canadian dollars;
 - Partial funding to projects will be considered;
 - Submit a complete proposal including but not limited to; pictures, links, specifications, and budgetary details (quotes, estimates, order details, etc).
- Successful Applicants are Responsible For:
- Confirming all financial and organizational details of the project with the Student Production Fund Coordinator;
 - Advertising or projects/events (if applicable) through the FIMSSC website;
 - Immediately notifying the Student Production Fund Coordinator of any postponements or cancellations of projects; all cancelled projects will have funds reverted back to 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.

USF Request for Funds Proposal

Name:	Date:
Contact Info (Phone/Email):	
Student / Staff / Faculty (circle one)	
Degree / Department / Position:	
Project Name:	
Date of Event (if applicable):	
Describe your project	
Why is this project of value to the FIMS Community?	

COST BREAKDOWN

TOTAL: \$

PROJECTED BUDGET

Expenses (total costs from above): \$

SIGNATURE: