



# Conference & Discretionary Fund Application 2009- 2010

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*Please review the Application Procedures on the back of this application and carefully complete the following form.  
Return it to the CUSA office **no later than three (3) weeks prior to the date by which you require funding.**  
Applicants should be prepared to appear before the Conference & Discretionary Board if requested.*

Name: _____	E-Mail: _____
Faculty: _____	Student number: _____
Phone: _____	Address: _____
Year of Study: _____ Graduate or Undergraduate Student: _____	
<b>Social Insurance Numner (Required):</b> _____	

Amount requested: \$ \_\_\_\_\_ Note: CUSA will fund up to a **maximum of 50%** of the total cost of the event **up to \$1,000.00**

**Important:** CUSA will **not provide funding** for any conference or event that has a **fourth-year research project** as its primary benefit objective.

Name / Focus of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Conference/event organizer's name: \_\_\_\_\_ Please name a specific contact. Organizer's phone number: \_\_\_\_\_

Dates of conference/event: \_\_\_\_\_ E-mail of contact: \_\_\_\_\_

1. Describe the conference or event and your interest in hosting and/or attending it. Attach all supporting documentation (e.g. pamphlet, itinerary, etc.):

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2. Describe how your participation in this conference/event will benefit Carleton University and students as a whole:

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3. Additional information:

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4. Complete the attached Budget Worksheet, including your anticipated expenses as well as sources of income, expected and received.

I, \_\_\_\_\_ hereby declare the information contained in the application to be true and accurate. I understand that any misrepresentation on my part in relation to this application will result in the immediate withdrawal of support from CUSA. I agree to provide CUSA with receipts, upon request, from the conference/event for which funding is granted. I further agree that failure to do so will result in the immediate withdrawal of all CUSA funding, causing me to be indebted to CUSA for the amount of the funding provided.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

# Conference & Discretionary Fund Application

## *Application Procedures*

1. The Conference and Discretionary Fund is maintained by CUSA Council and is intended to assist students and student groups on campus in endeavours that improve the Carleton community, the profile of CUSA and/or the interests of the students involved.
2. These endeavours may be in the form of a conference that a student or group may wish to attend or host; a charity we may be asked to support; or any other event that CUSA deems worthy.
3. The Conference and Discretionary Fund is not available to areas of CUSA that receive funding through CUSA's operating budget. Restricted areas include, but are not limited to: CUSA Clubs and Societies, its Service Centres, its Businesses, and its Executives. This restriction does not preclude any individual member of a Club/Society, the Executive, or a Service Centre from obtaining funding for a conference/event if it does not relate to their position in a restricted area. Additionally, CUSA will not provide funding for any conference or event that has a fourth-year research project as its primary benefit objective.
4. Funds will be dispensed at the discretion of Council and are allocated as follows: 10% for the Summer academic session, 50% for the Fall session, and the remaining 40% for the Winter session.
5. All applicants are required to fill out a standard application form (available in the CUSA office) and provide an official itinerary and/or contact information for the conference organizers, charity representative, or event organizer.
6. Applications must be submitted to the Vice-President of Internal Affairs no later than three weeks prior to the date that the money is required, for it to be considered by the Conference and Discretionary Fund Committee ("the Committee").
7. The applicant may be requested to make a presentation to the Committee, which will consider its merits. The Committee may approve the application, reject it, or make recommendations to the applicant about possible alternative forms of funding. It is the responsibility of the applicant to respond promptly to any recommendations made by the Committee or if additional information is required. Council will be advised of all Committee decisions.
8. Council may fund up to half of the budgeted cost for the conference or event. In the case of a charitable donation, Council will be permitted to use its discretion in setting the amount to be funded. Council may not fund more than \$1,000.00 for any request.
9. Students or groups that receive funding are expected to meet with the Committee shortly after their respective event or conference in order to give a debriefing of developments and any acquired skills and knowledge resulting from it. Materials such as logs, papers, presentations, photographs, Charlatan article proposals, etc. are acceptable and encouraged.

# Conference & Discretionary Fund

## Budget Worksheet

### Expected expenses

*Please describe the type of anticipated costs that are applicable.*

Lodging (specify): \$ \_\_\_\_\_  
Transportation (to location): \$ \_\_\_\_\_  
Transportation (at location): \$ \_\_\_\_\_  
Food: \$ \_\_\_\_\_  
Registration fee(s): \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_

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\$ \_\_\_\_\_ Total expected expenses

### Expected funding

*Please describe all other sources of financial assistance to be used for this event and specify which funding has already been secured.*

Faculty grant(s): \$ \_\_\_\_\_  
Personal contribution: \$ \_\_\_\_\_  
Family contribution: \$ \_\_\_\_\_  
Corporate sponsorship: \$ \_\_\_\_\_  
Fundraising initiative: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_

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\$ \_\_\_\_\_ Total expected funding

Total expected expenses: \$ \_\_\_\_\_  
Total expected funding: - \$ \_\_\_\_\_

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\$ \_\_\_\_\_ Amount outstanding

Additional budget information:

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# Conference & Discretionary Fund

## Guidelines

*(Approved by CUSA Council 1<sup>st</sup> June 2005)*

As a matter of official policy, the Conference and Discretionary Fund Committee will regard favourably those applications that take the following aspects into consideration:

1. Personal investment such as time, money, skills and others in the project will be considered advantageous.
2. Events should have recognition of CUSA as a sponsor or tie in with the aims of CUSA as an organization.
3. The event should have a wider benefit to the student body and not just to the individual student seeking funding. There should be a plan demonstrated to share knowledge learned with the greater student body.
4. Events that help promote academics of the Student Body are to be strongly considered.
5. All Budgets must be detailed.
6. An event or conference brought to Carleton is considered advantageous.