

## OVERVIEW

Special events funding and event support are available to support student clubs in facilitating on campus events. Special Events Funding and CSI Event Support can either be requested on their own or both together.

Please place a checkmark beside which support you are looking to receive:

- Special Events Funding (Additional Club Funding used solely for the proposed event).
- CSI Event Support (Support with space booking, event staffing, and support for pub nights).

In order to be considered for Special Event Funding, the applicant must:

- i. Fill out an application
- ii. Respond to emails in a timely manner
- iii. Be available for an approval and contact signing meeting if granted funds
- iv. Submit reimbursement forms for receipts for the event within the approved amount
- v. Submit the event reflection report one week following the event date
- vi. Event must be open to all Conestoga Students

This application must be submitted within the first month of the semester of the proposed event. The outline of event month and submission deadline is outlined in the chart below:

Event Month:	Application Deadline:
October	September 15 <sup>th</sup> for October 1 <sup>st</sup> – 15 <sup>th</sup> September 30 <sup>th</sup> for October 16 <sup>th</sup> – 31 <sup>st</sup>
November	September 30 <sup>th</sup>
December	September 30 <sup>th</sup> (events must be prior to exams)
January	September 30 <sup>th</sup>
February	January 15 <sup>th</sup> for February 1 <sup>st</sup> – 15 <sup>th</sup> January 31 <sup>st</sup> for February 16 <sup>th</sup> – 28 <sup>th</sup>
March	January 31 <sup>st</sup>
April	January 31 <sup>st</sup> (prior to exams)
May	January 31 <sup>st</sup>

\*No events will be accepted for the month of September.

\*\*No events are to be held during exams, intersession's, overnight, or statutory holidays.

**Up to four (4) events per semester will be approved. Applications that are well thought out with a clear plan of implementation are more likely to be approved although not guaranteed.**

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## GUIDELINES AND REQUIREMENTS

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Any funding requested through the submission of this form is at the discretion of Conestoga Students Inc. and the Student Engagement Coordinator. These parties reserve the right to reject any proposal if it does not meet the criteria established below.

The following criteria are used to evaluate the merits of each application:

1. Does the application enhance the educational, cultural, or student experience of students at Conestoga College?
2. Does the project have a definite focus and a clear plan of implementation? This includes vendor suggestions (DJ's, catering, decorations, etc.), dates, times, alternative dates and times, and staffing requirements.
3. Does the applicant have a clear and definite time-line for completion of the project?
4. Is the amount of funding appropriate to the project?
5. Are the supports requested from the CSI Events team appropriate and well thought out?

Failure to meet one or more of these criteria will significantly reduce the likelihood that applications will be approved.

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## GENERAL REGULATIONS

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### Eligibility:

1. All clubs applying for Special Events Supports must be sanctioned clubs by Conestoga Students Inc. both at of their application and throughout the duration of the special event.
2. No club may be allotted more than one Special Events Support grant per semester.
3. Clubs will only be considered for funding if the proposed project is shown to clearly enhance student experience.
4. This application must specifically outline what is requested from the CSI events team. These requirements cannot be changed or adjusted after approval.
5. Funding grants will not be carried over from one fiscal year to the next. Funds not claimed or accounted for by the proposed event date would need to be reapplied for at a later date.
6. All advertisements for Conestoga Students Inc. Special Events funded projects will clearly and obviously indicate that funding and support was received, and such support will be acknowledged at all public performances, guest lectures, and all such public events as receiving of Conestoga Students Inc.'s support.
7. All submissions will be reviewed on a case-by-case basis and proposals supported in the past by Conestoga Students Inc. do not necessitate that similar projects will receive funding in the future.

### Appeals:

- I. Unsuccessful applications may be formally appealed once per application. Specific reference to the nature of the appeal must be made at the time the appeal is submitted.
- II. Appeals must be received via e-mail within 10 business days of Conestoga Students Inc.'s decision date.
- III. The aforementioned criteria as stipulated above must be successfully met in order for your appeal to be considered.

## SPECIAL EVENTS FUNDING GRANT APPLICATION FORM

### Contact Information

Club Name:	
President Name:	
President Email:	

### Proposed Event Information

Proposed Event Title:	
Proposed Event Date:	
Proposed Event Time:	
Proposed Event Location: (Please note the campus and space proposed)	
Event Overview: (Event Plans & vision)	
What purpose does this event serve?	<input type="checkbox"/> Educational <input type="checkbox"/> Awareness <input type="checkbox"/> Entertainment <input type="checkbox"/> Other: _____
How do you plan to promote the Event? (Please explain)	Proposed materials attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Who is your target audience? Who would be interested in this event?	

### Funding Request Details

Please fill out the below chart with all specifics on cost, providers/vendors, and why you need that cost.

Item/Service	Cost Estimate	Provider/Vendor	Purpose

## CSI Event Support Requests

Check all that apply

- CSI Events Assistant in attendance
- CSI Productions Assistant (tech) in attendance
- Ticketing Platform
- Space Booking
- Table Booking (# \_\_)
- Chair Booking (# \_\_)

CSI Equipment Rental:

- Tent
- Spin Wheel
- Popcorn Machine
- Cotton Candy Maker
- Wacky Inflatable Tube Guy
- Easels
- Tablecloths (#\_\_)
- CSI Taco
- CSI Arch
- CSI Photo Backdrop Wall
- Pong Table
- Ping Pong Table
- Foosball Table
- CSI Portable Video Game Console
- Other Item: \_\_\_\_\_

Other Proposed CSI Support: