

SAMU Clubs Event Grant Application Form

- **You must have approval from the Clubs Department for your event first before you apply for funding.**
- Event grant requests need to be received 30 calendar days prior to the start date of your event.
- You will receive an email letter from the Clubs Manager within one week of the committee meeting informing you of their decision.
- Clubs need to raise at least 10% of the amount they are requesting in order to apply for this grant.
 - Revenue funding can include sponsorships, donations, club account donations, and fundraising.
- If your expenses exceed the grant, it is the club's responsibility to make up the difference.
- Gift cards, alcohol, and speakers' gifts are not eligible expenses.
- Please consult the Clubs Department before purchasing from third-party sellers
- Please ensure that you provide relevant documentation such as quotes, flight schedules, theatre rental agreements, hall rental agreements, etc., and attach them to this grant application.
- Event Grants are only used for the specific events for which they are approved.
- All requests for reimbursement must be finished 90 days after the event
- Unused money goes back to the grant fund for future distribution.
- You must complete a *Club Event Grant Summary Report* no more than 30 days after your event has ended.

Event Contact Information:

Club Name:

Name of Event Organizer:

Email Address:

Phone Number:

Date Form Submitted: ____ / ____ / ____

(day-month-year)

Has the club received an event grant previously this year?

Yes / No

Is your club in good standing with SAMU?

Yes / No

Event Information:

Date of Event: ____ / ____ / ____

(day-month-year)

Start Time: _____

End Time: _____

Location: _____

Estimated Attendance: _____

Name of Event:

Outline Event Purpose & Event Type:

EVENT BUDGET

Please fill out the estimated revenues and expenses for your event.

Revenues

Description of Revenue	Revenue (\$)

Total Revenues: _____

Expenses

Description of Expense	Expense (\$)

Total Expenses: _____

Budget Total (make sure the math is correct)

Total Revenues \$ _____ - Total Expenses \$ _____ = \$ _____

How much are you requesting from SAMU? \$ _____

EVENT DETAILS

Marketing

I have included a maximum of the \$500 allowable for marketing and material costs

Volunteers

I have identified the number of hours volunteers that will be engaged in this event

There is a minimum of 3 volunteers per 50 guests to monitor attendees

Alcohol *(skip this section if your event will not have alcohol available for consumption)*

I have ensured and budgeted for the purchase of event insurance

I have ensured and budgeted for the purchase of a special event license to serve alcohol

We have an alcohol plan in place for patrons who drink

We have ensured and budgeted for security at this event whether the event is on or off campus

We have arranged and budgeted for non-alcoholic beverages

There is a wrist band program in place for adults over the age of 18

For off campus event, I have ensured that the clubs department has a copy of all Pro-Serve certifications

Risk Management

I have ensured that no additional insurance is required by the club to host this event

I have discussed the event with the Clubs Department to ensure risks are mitigated

Licenses & Contracts

I have ensured that the Clubs Department has a copy of any applicable license (e.g. liquor license, raffle license)

I have provided the Clubs Department with any sponsorship agreement or contract for this event

Transportation

I have ensured and budgeted for transportation to and from the venue by chartered bus if required

Budget

I have read the SAMU Grants Procedure (<https://samu.ca/who-we-are/governance/procedures/>)

We have attached the function sheet from Aramark regarding catering in house

We have attached and included the cost from external catering

We have budgeted for Special Event Insurance

We have budgeted for any required licenses

We have budgeted for marketing

We have budgeted for the cost of the venue

- We have budgeted for the damage deposit
- We have budgeted for the cost of audio-visual
- We have budgeted for MacEwan Facilities costs
- We have budgeted for decorating expenses and supplies
- We have budgeted for Security Services at our event (if required)
- We have contacted the Clubs Department to ensure that they are notified of any and all relevant information pertaining to the event, and that relevant information has been properly submitted
- I have included that there is a 10% revenue reflected on the budget as our contribution towards the event

I, _____, have read through this checklist and completed the form accordingly.

Signature: _____

Date: _____

For Clubs Department Use Only:

Amount Approved: _____

Additional Information Required by the Committee or Clubs Department:
