



USO Project Fund

The USO Project Fund aims to provide financial assistance to Ukrainian Students' Organizations (USOs) for events and initiatives that help strengthen the Ukrainian Canadian student community. The USO Project Fund is coordinated nationally by the Ukrainian Canadian Students' Union (SUSK).

Each USO is entitled to **\$250** in funding to help support one event during the academic year. These funds will be distributed after the event has taken place, which must be by **April 30th, 2022**. In order to access the funds, we ask that you follow the instructions below:

Step 1: Specificity if you choose to use your grant money using option A or B:

NOTE: SUSK Membership Fee = \$1 per USO member

You have two ways of using the project grant:

A) Use part of your project grant money to pay off your USO's annual SUSK membership fee (we would subtract your membership fee from the project grant).

B) Use your grant solely for the event you are hosting, and then pay membership fee prior to SUSK Congress by May 11, 2022.

Please indicate by writing "yes" next to your option:

A _____

B _____

Step 2: Pre-event submission:

SUSK asks that each USO submit a brief **proposal** describing their event and corresponding **budget** (see templates attached). Proposals must be submitted no later than 2 weeks prior to the event. SUSK will determine whether the funding for the event is approved.

The project must adhere to the following criteria:

- The project must benefit the interests of the whole USO, with the support of the USO Executive (eg. It cannot be used on individual executives (such as individual travel))
- Cannot be used to reimburse alcohol expenses
- Cannot be used for travel to SUSK Congress
- Adheres to current provincial, university, and student union safety standards



In addition, USOs must acknowledge SUSK's funding in some capacity; this could be on the Facebook event, on an event poster, etc. If a USO requires the SUSK logo, please contact vp@susk.ca.

Step 3: Post-event submission:

SUSK asks that following their local event, each USO submit the following:

- A **financial report** for your local event (see template attached)
- A summary of the event with what went well, what could be improved, and any feedback you may have received
- A copy of any releases you may have shared with your members and/or stakeholders regarding the event (ex. press release for media, article for local newspaper, photos posted to your USO website or social media pages)
- A minimum of one photo with captions from the event (photos from an iPhone are acceptable, as are screenshots for virtual events)
- USO financial information: full formal name of the USO and full name and mailing address of the USO's President and/or Treasurer/Finance Director that will receive the funds

During the pandemic, we are encouraging virtual events. If you are having an in-person event, you must submit a list of preventative measures you are taking to meet your provincial COVID-19 health guidelines, university guidelines, and student union guidelines. Here is a list of possible items you can request funding for for virtual events:

- Online food order vouchers (ie. Skip the Dishes, Uber Eats)
- Speaker honorariums
- Zoom premium subscription
- Workshop supplies (to be mailed or delivered)
- Safety Items: PPE, Masks, hand sanitizer, dividers, gloves

If you are a new or newly revived USO (within the past 2 years of establishment/reestablishment), you are eligible to apply for the project fund as a lump sum grant. You are not required to fill out the financial report. You must provide a project proposal.

Please submit the above information to vp@susk.ca.

Danya Pankiw
SUSK President

Larisa Hemon
SUSK Vice President



PROPOSAL

1. Event details.

Please provide the name, date and time, venue/online platform, and target audience of your event.

2. Event description

Please provide a brief outline of the event, including: the purpose of the event, a description of the event program, and an explanation of how the event will strengthen the Ukrainian Canadian student community (maximum 500 words).

3. Safety Considerations



UKRAINIAN CANADIAN STUDENTS' UNION
СОЮЗ УКРАЇНСЬКОГО СТУДЕНТСТВА КАНАДИ
UNION DES ÉTUDIANTS UKRAINIENS CANADIENS

If your event is in person, please provide information on how you will be meeting provincial COVID-19 health guidelines, university guidelines, and student union guidelines. Please provide web links to the guidelines that pertain to your USO (provincial, university, student unions, etc.).



BUDGET

(Submitted before event)

Expenses	Estimated
Venue/Online Platform	
<i>Catering/Food</i>	
<i>Marketing</i>	
- <i>Poster printing</i>	
- <i>Name tags</i>	
- <i>Tickets</i>	
Misc.	
- Balloons, streamers, etc.	
- Projector rental	
Personal Protective Equipment	
- Masks, gloves, hand sanitizer, etc.	
	<i>TOTAL EXPENSES</i>
Income	Estimated
Sponsorship	
- <i>Sponsor 1</i>	
- <i>Sponsor 2</i>	
- <i>Sponsor 3</i>	
Admission/registration fees	
	<i>TOTAL INCOME</i>
Net Income	Estimated
(Total Income – Total Expenses)	



FINANCIAL STATEMENT - ACTUAL COSTS

(Submitted after event)

Expenses	Actual
Venue/Online Platform	
Catering/Food	
Marketing	
- Poster printing	
- Name tags	
- Tickets	
Misc.	
- Balloons, streamers, etc.	
- Projector rental	
Personal Protective Equipment	
- Masks, gloves, hand sanitizer, etc.	
TOTAL EXPENSES	
Income	Actual
Sponsorship	
- Sponsor 1	
- Sponsor 2	
- Sponsor 3	
Admission/registration fees	
TOTAL INCOME	