



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 up to **\$300** in funding to help support one event during the academic year. At the end of the academic year, should SUSK have remaining grant funds due to unused project grant money (not all USOs applied), USOs whose event had a financial deficit are eligible for additional reimbursement up to **\$200**. The deficit amount would be calculated based on the post event actual cost report. USOs must apply for the grant, conduct their event and submit their final financial report by **April 15th 2024**. 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 3, 2024.

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)
- 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
- Adheres to current provincial and university health policies



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 projects@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

Note: Please refer to our website for useful toolkits to run your events.

Website link: <https://www.susk.ca/for-uso/uso-toolkits/>

We encourage all clubs to fundraise for the Ukrainian military and humanitarian causes. If your club is raising money for Ukraine during the event, then funds can cover variable costs of your event up to \$300 so that club can raise more money. For example, you can use grant funds to purchase supplies/ food/ clothing for sale of your fundraiser.

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 projects@susk.ca.

Kira Dzulynsky
SUSK President

Bohdan Muzychko
SUSK Project Director



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).



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

3. Safety & Accessibility Considerations

Please provide information about how your event will be safe for participants and accessible for participants with disabilities. Please refer to your city or university safety and accessibility guidelines and make sure your event follows them.



BUDGET

(Submitted before event)

Expenses	Estimated
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	Estimated
Sponsorship	
- Sponsor 1	
- Sponsor 2	
- Sponsor 3	
Admission/registration fees	
TOTAL INCOME	
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	