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# LUSU

LAKEHEAD UNIVERSITY  
STUDENT UNION

for students. by students.

## Funding Request Information Package

*Everything you need to know about getting financial assistance  
from LUSU for your event, conference, or expenses*

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**The application form is on  
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## What is a funding request?

A funding request is a formal request to LUSU asking for financial assistance with student life activities, such as attending a conference or organizing an event.

## Who can make a funding request?

Any student can request funding for any individual activity. Group leaders are encouraged to file requests for funding on behalf of their group, and club presidents or treasurers are encouraged to file requests for funding on behalf of their club.

## What types of student life activities can be funded?

There is no specific limit for the type of activity that can be funded, but the most popular requests that are usually approved include:

- Subsidizing travel costs related to a conference
- Assistance with expenses associated with running a major club event
- Assistance with purchasing equipment essential to the operation of a club

If you're unsure about applying for funding because you don't see your particular activity above, please don't hesitate to ask us.

## What are the requirements of my funding application?

You will need the funding request form, which can be obtained with this information package. If you need extra copies, feel free to ask at the LUSU office, or download the form on our website at [www.lusu.ca](http://www.lusu.ca).

In addition to that, you will need the following supplementary information:

1. **Introductory letter.** This letter should introduce the event, campaign, conference, or activity that you are requesting funding for and the nature of your participation in it.
2. **A complete budget of your revenues and expenses.** "Revenues" includes any additional sources of funding you are considering (such as other departments at Lakehead University or from the community at-large), as well as personal contributions from yourself or other organizers. "Expenses" includes all of the costs associated with your endeavour.
3. **For events being organized by you: the number of attendees and how you estimated that number.** It's important to be as accurate as possible, which is why we're asking for how you came up with an estimate. Some acceptable methods include turn-out at previous events, survey responses, and RSVPs.
4. **If you're going to a conference: a breakdown of each person's costs of attending.** Be sure to separate registration and attendance fees from travel fees. You can only request funding for one or the other, but not both.
5. **If you're going to a conference or organizing one: a list of speakers and a description of their presentations.** When considering the request, the committee will look at the relevance of the event and this information is important to have.

6. **A list of fundraising activities you've engaged in.** The more money you're asking for, the more it is beneficial to show that you've tried to raise money on your own as well. Some examples of activities include bake sales, luncheons, and donation drives.
7. **A list of sponsors or donors and how much they've given, or evidence that you've tried to solicit sponsorships/donations but failed.** Much of this should also be included in your budget (such as revenues from these activities), but information you can include here are the names of individuals or organizations that have contributed and why their sponsorship is proof that LUSU should contribute money as well. You should also list potential sponsors/donors with this information even if they have not committed, *but only if you feel confident they will end up giving you money.* Finally, if you've been relatively unsuccessful with getting sponsors or donors, provide a list of the people and organizations you approached and the method by which you approached them (e.g., by including samples of solicitation letters or follow-up emails).
8. **Justification of funding.** This is the most important supplementary detail that you can include in your application. The committee takes the justification requirement seriously, and applicants' failure to justify their request is the most common reason for refusal. The committee has outlined the following as appropriate justification for a request:
  - a. Proof that approving the funding request will benefit a significant number of students at-large in the your department, faculty, program, or club
  - or**
  - b. Proof that approving the funding request will benefit a significant number of Lakehead University students at-large.

**Please see the question “*What information do I need to provide in order to justify my funding request?*” for an answer to what the committee considers when making a decision on an application.**

If any applicable information from the above list is not provided, the funding request will be refused and you will need to re-submit an application with all the relevant information before it can be considered. If you have any questions about this section, please contact us.

## **Is there a deadline for funding requests?**

In most circumstances, the committee will not consider funding requests that are not submitted at least **four weeks prior** to the date by which the funds are required. This does not mean that the committee will refuse the funding request altogether, however, so we still encourage you to apply. Please note that we cannot “rush” any application through the funding process, so we encourage all applicants to have all paperwork submitted well in advance of their need for the funding.

Very rarely, the committee will consider funding applications for activities taking place in the past (e.g., it is March and you are requesting funding for a conference you attended in January), but the committee will need sufficient justification as to why the request was not brought forth in a timely fashion. In any event, however, we cannot consider any requests for funding after **May 1** of each year for events that took place **prior to May 1**.

## How long does the funding request process take?

The length of the funding request process depends on how much money you are asking for. In general, the rule of thumb is:

Funding amount requested is <b>\$200 or less</b> .....	1 week
Funding amount requested is <b>more than \$200 but less than \$500</b> .....	3 weeks
Funding amount requested is <b>more than \$500</b> .....	5 weeks

Please note that the above times are estimates. Refusals are also processed much more quickly than approvals.

## Should I speak to the finance committee about my funding request?

If your request is for a significant amount of money (usually over \$500), it is recommended that you ask to speak to the committee. To speak to the committee, check the appropriate box on the funding request application and you will be contacted by the chairperson. You should come to the meeting with a presentation and be prepared to answer questions posed by committee members, including ones regarding your budget, participants, and other funding prospects.

## What information do I need to provide in order to justify my funding request?

LUSU's policies require that you provide evidence that a significant number of students—either within your department, faculty, program, or club; or within the university at-large—will benefit from LUSU giving you the money. Some examples of previously approved activities that are considered to be of significant benefit include:

- An outdoor leadership program run by students for kids that is staffed by LU student volunteers and these staff positions are open to any LU student who is interested.
- An annual gathering of students in a particular faculty from across Canada is being attended by students of that faculty at LU.
- An awards dinner is being hosted by a student club that is being attended by community members and members of that club.
- A club is requesting funding for equipment used primarily by their members in the course of their regular club activities.
- An annual competition is being attended by members of a student society where the students are competing against other schools in Canada.

While there is no specific type of information that can be considered appropriate proof, it is important to outline just how many people will be able to benefit from your request being approved. **Personal benefit or benefit to “Lakehead University” or “LUSU” is not sufficient.**

## Is there any type of funding request that LUSU will not consider?

If your request goes against LUSU's operating principles, objectives, code of ethics or by-laws, the request cannot be approved.

LUSU also cannot approve any requests for funding if:

- The activity grants you or someone else course credit or a mark in a course;
- The activity is a requirement of graduation; or
- The activity is related to a Lakehead University varsity athletic team or club.

## Is there a limit to how much I can ask for or how much I can receive?

While there is no limit to the amount of money you can ask for, LUSU will likely not approve funding requests if they are exorbitant or wasteful. The committee follows specific guidelines related to funding events or travel, which are:

- **For travel**, the committee will likely not approve more than **\$150 for an individual applicant** or **\$100 per person per group to a maximum of \$1,000 total**.
- **For events**, the committee will likely not approve more than **\$200 for an individual applicant, \$100 per person per group to a maximum of \$400 total**, or **\$400 for club applicants**.

If you can make a significantly compelling justification as to why you should receive more than these maximums, it is possible that the committee may approve more. Please keep in mind that this is a very rare circumstance and you should make it very clear in your application why the committee should approve such an extraordinary amount.

## In what format should I send my application?

Your application can be accepted in either hard-copy form at the LUSU office or via e-mail to [vpfin@lusu.ca](mailto:vpfin@lusu.ca). Please make sure you physically sign and scan your funding request form if you are submitting an electronic copy. Your application package should include all relevant and applicable information and should be truthful to the best of your knowledge.

Finally, please make sure that all components of your application, especially your funding request letter, be formally and professionally written. If you need assistance filling out your application or writing your funding request letter, please come by the LUSU office or give us a call; we are happy to help as much as we can.

## Who do I contact if I have any more questions?

In most instances, the LUSU Services Officer can assist you with the basics of your application. Please see below for all contact information.

**For submission of all completed funding requests:**

**Via e-mail to:** [vpfin@lusu.ca](mailto:vpfin@lusu.ca)

**or**

**In-person at:** [general@lusu.ca](mailto:general@lusu.ca)  
SC-0001 (Thunder Bay)  
OA-1028 (Orillia)

**For questions regarding your funding request application prior to Submission:**

**LUSU Services Officer:** [general@lusu.ca](mailto:general@lusu.ca)

**For questions regarding your funding request application after submission:**

**Vice-President Finance:** [vpfin@lusu.ca](mailto:vpfin@lusu.ca)



# Funding Request Application

Note: This is not a sponsorship form. For sponsorship options, please contact LUSU at 807-343-8259.

<b>1</b>	<b>Full name</b>	<b>2</b>	<b>Student Number</b>

<b>3</b>	<b>Address</b>	<b>4</b>	<b>Telephone Number</b>

<b>5</b>	<b>E-Mail Address</b>	<b>6</b>	<b>Club/Association</b>

<b>7</b>	<b>Funding is for</b> →	<input type="checkbox"/> An Individual	<input type="checkbox"/> A group of the following number of people:
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<b>8</b>	<b>Would you like to make an in-person presentation?</b> →	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>9</b>	<b>Total amount being requested</b>
	\$

<b>10</b>	<b>Name you would like the cheque issued to</b>

<b>11</b>	<b>Cheque delivery method</b> →	<input type="checkbox"/> I will pick it up	<input type="checkbox"/> Please mail to me at above address
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<b>12</b>	<b>Supplementary materials checklist (please check all that apply to you and that you provided)</b>	
Required	Provided	Item
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Introductory letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complete budget of revenues and expenditures
<input type="checkbox"/>	<input type="checkbox"/>	<b>For events being organized by you:</b> the number of attendees and how you estimated that number.
<input type="checkbox"/>	<input type="checkbox"/>	<b>If you're going to a conference:</b> a breakdown of each person's costs of attending.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A list of fundraising activities you've engaged in.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A list of sponsors or donors and how much they've given, or evidence that you've tried to solicit sponsorships/donations but failed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Justification of funding

<b>13</b>	<b>Have you or will you request funding from any other LUSU club, centre, or department?</b>
<p>→    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	

<b>14 Applicant signature and acknowledgement</b>	
<p><i>By signing below I agree that everything included in this application is true and correct to the best of my knowledge and that I have included all relevant information necessary for LUSU to consider my request for funding:</i></p>   	<p>Date</p>   

<b>OFFICE USE ONLY</b>	<p><input type="checkbox"/> Approved      Amount: \$ _____</p> <p><input type="checkbox"/> Not approved:    <input type="checkbox"/> Not enough info      <input type="checkbox"/> Justification issue      <input type="checkbox"/> Other (attach decision)</p> <p>Decision by:      <input type="checkbox"/> VPFIN      <input type="checkbox"/> F&amp;O Committee      <input type="checkbox"/> Board</p>
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**Following this application form are some helpful supplementary material forms. You may either use the ones provided or you may come up with your own. Please make sure you provide all required material, or your application will not be processed.**



# Supplement: Revenues and Expenses

## Revenues

Ticket sales	\$
Sponsorships	\$
Personal contributions	\$
Donations	\$
	\$
	\$
	\$
	\$

## Expenses

Venue Rental	\$
Travel	\$
Registration Fees	\$
Printing & Graphics Design	\$
Food	\$
Advertising	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

## Totals

Total expected revenue	\$
Total expected expenses	\$
Net profit or loss (subtract expenses from revenues)	\$