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ASSOCIATION ÉTUDIANTE TELFER STUDENTS' ASSOCIATION

24/25 CLUBS' FUNDING

# PROPOSAL GUIDE

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# DEADLINE: AUGUST 1, 2024

Each year, AETSA dedicates a part of its budget to providing funding to clubs to add value to students and run educational events. For the 24/25 year, AETSA pledges **\$120,000** in club/committee funding.

Proposals that clearly justify how the club will run for the entire year and how the club will add value to students will be more likely to receive the amount that is being requested. AETSA will only provide funding to eligible clubs' expenses, please refer to the Eligibility of Club's Expenses document below.

Each proposal is reviewed by the entire AETSA Executive Council and is voted on through a majority. Please note that AETSA reserves the right to request further clarification and documentation before deciding on funding amounts. AETSA also reserves the right to refuse funding to a club if there are insufficient justifications or for any other reasons the Executive Council deems pertinent.

## REQUIREMENTS TO RECEIVE FUNDING

- The subsidiary is officially recognized by the Association
- The subsidiary has demonstrated a need for funding to organize events
- Each clubs' Vice-President of Finance is to attend the Finance Roundtables
- Submission of a projected budget (including event budgets) for the year
- Minimum of one event/case competition per semester
  - Annual General Meeting does not count but is highly encouraged to increase your club's exposure, especially among new students!
- No exaggeration of revenues or expenses to receive a larger funding sum
  - This will not be tolerated, and the club will be subjected to financial penalties
- Each club is required to have a President who is a voting member at large, a Vice-President of Finance, Vice-President of External/Corporate/Sponsorship and a Vice-President of Internal Affairs
- At least 2 First-Year Representatives (some clubs may have exceptions)



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# FUNDING DISTRIBUTION

Funds will be distributed in the following increments:

**Audit 1: 30%**

**Audit 2: 50%**

**Audit 3: 20%**

The last increment of 20% (Audit 3) will NOT be adjusted to allow the club to break even on the year. It is the clubs' responsibilities to adjust their budget as needed throughout the year to meet their carry over amount.

## IMPORTANT NOTE

AETSA will not fund more than 50% of club events' eligible expenses and clubs are expected to run events without the AETSA's funding. Clubs should strive to generate their own funding through other sources of revenue such as sponsorships, event revenue and memberships.

Expectations may be granted if the club shows that substantial effort was made to try to get funding from other sources and there is no evidence the club had the intention from the beginning to get more than 50% funding from AETSA.

If AETSA is to fund more than 50% of a club's event, AETSA would be treated as a sponsor. That may include displaying the AETSA logo, promoting the AETSA's events and receiving discounted prices to attend the events.



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# **ELIGIBILITY OF CLUBS' EXPENSES**

AETSA provides funding to help support clubs run educational and fun events that add value to students and improve their overall university experience. Therefore, AETSA will only fund expenses that are absolutely necessary to achieve those goals, any extra spending that clubs wish to do will need to be funded through other sources of revenue.

For an expense to be eligible, the club must provide an explanation in the funding proposal on how it adds value to students, how it enhances the effectiveness or efficiency of the clubs' event and why it is mandatory for the event's success. AETSA reserves the right to refuse funding to eligible or ineligible expenses.

Please note that AETSA reserves the right to request further clarification before funding any expense. AETSA also reserves the right to refuse funding an expense if there are insufficient justifications or for any other reasons the Executive Council deems pertinent. Please refer to the non-comprehensive list below for examples of eligible versus ineligible expenses.

## **ELIGIBLE EXPENSES**

- Room or Venue Booking
- Food and Drinks (during events for students)
- Software Subscriptions (Zoom, Canva, G-Suite, Square, etc.)
- Fundraisers' related expenses (as long as projected revenues and expenses are clearly indicated in the funding proposal and projected budget)

## **INELIGIBLE EXPENSES**

- Club Merch
- Giveaways
- Team Bonding Events or Socials
- Office Supplies or Decoration



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# FUNDING PROPOSAL FORMAT

Submit a forecasted budget clearly indicating your expected revenue and detailed expenses, including all event budgets along with the master budget. Additionally, please include the following:

- Title page (club logo, addressee, contact information)
- List of all members within your club currently (names and positions)
- Club Constitution
  - If not included already, amend your constitution to include a carry over amount. This amount refers to how much money will be left for the next years' team. Failure to include will require a resubmission of your proposal.
- 23/24 updated Master budget (includes actuals)
- 23/24 event budgets (includes actuals)
- The amount of funding requested from AETSA in 24/25
- The amount of funding received from AETSA in 23/24

## PROPOSAL QUESTIONS

You must answer all the following questions. Please respect the order.

1. Describe the event and include the tentative date.
2. Describe how this event is unique compared to other Telfer events.
3. How much (% wise) of the event's cost can the club cover before receiving funding from AETSA?
4. Is this a new event?
  - a. If not, will there be any significant difference this year? How many participants attended last year?
5. How many participants are expected to attend the event? Among these students, how many have already confirmed their participation?
6. Is the event solely for Telfer School of Management students?
  - a. If not, what is the expected percentage of students coming from other faculties or universities?
7. Describe how this event will add value to students.
8. Describe why your club needs the requested eligible expense? (If not related to an event, i.e., Canva)

*Failure to include any of the requested above will prompt a resubmission of your clubs' funding proposal, prolonging the funding your club will receive and jeopardize your clubs' opportunity to receive the funding amount requested.*



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# CONTACT US



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