**STUDENTS’ UNION, UNIVERSITY OF CALGARY**

**CHARITY GRANT GUIDELINES**

The Students’ Union (SU) is always looking to improve the student experience. One of the ways we accomplish this is by donating the use of our facilities in the MacEwan building to host charity events that align with SU values. Only Registered Student Organizations are eligible to apply to Charity Grants.

Registered Student Organizations may apply for a charity grant within the following constraints:

1. Charity Grants shall be limited to non-monetary gifts of space;
2. All event proceeds must go to a registered charity;
3. The event must raise more than 75% of the waived space fees;
4. This grant cannot be used in conjunction with any other SU Funding (including special event funding); and
5. The event is to be held in the MacHall North Courtyard, MacEwan Ballroom, or MacEwan Hall.

Please note, there are a limited amount of charity grants available each year.

**Charity Grant Application Guidelines**

These guidelines are derived from the [SU Partnership Procedure](https://www.su.ucalgary.ca/wp-content/uploads/2018/07/Partnership-Procedure-June-2018.pdf) and are intended to provide fair and equitable access to SU resources.

1. Applications must be submitted no later than twenty (20) business days and no earlier than four months prior to the first day of your event.
2. Applications must be complete and adhere to eligibility requirements.
3. All requests for Charity Grant must include a tentative MacEwan Conference & Event Centre (MCEC) contract for the event. Your contract should reflect any pre-established discounts provided to your group. To request a tentative booking, please contact the MCEC at 403-210-9375. Your Registered Student Organization must create an event on ClubHub to request a tentative booking.
4. The SU must be recognized in all promotional materials used to publicize the event you are hosting. Approved applicants must submit copies of draft promotional and event materials to michael.hedgecock@ucalgary.ca for approval no later than fourteen (14) business days prior to implementation.

1. If a Charity Grant request is approved, recipients must follow all MCEC regulations that pertain to their event, including payment and cancellation schedules and penalties, and food and beverage restrictions. Under no circumstances should a Charity Grant be interpreted as exempting you from these requirements.

**The Operations and Finance Committee requires all applicants who receive a Charity Grant to report back to the SU on the outcomes and impact of the partnership activity or event. The report should include images of the promotional materials displaying the SU logo used at the event. Failure to submit the mandatory report in twenty (20) business days following the conclusion of the event may result in:**

**(1) rejection of future Charity Grant proposals from or on behalf of the applicant organization for up to one year; and/or**

**(2) An invoice for the space(s) and resources, in whole or in part, allocated through the Charity Grant.**

All Charity Grant requests are considered and approved by the Operations and Finance Committee. A successful application will demonstrate a clear benefit for undergraduate students. All Charity Grant decisions made by Operations and Finance Committee are final.

An approved Charity Grant with the SU does not absolve you from additional costs incurred after this application has been submitted for consideration, nor are Charity Grants renegotiable after the fact. The onus is on the applicant to consider and include all potential costs before submitting an application package.

**STUDENTS’ UNION, UNIVERSITY OF CALGARY**

**CHARITY GRANT APPLICATION**

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| **Applicant Group Name**  |       |
| **Event Title** |       |
| **Event Dates & Times** |       |
| **Contact Name** |       |
| **Contact Phone** |       |
| **Contact Email** |       |
| **Mailing Address** |       |
| **Please indicate if you are a:**  Registered Student Organization [ ]  |

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| **Event Statement** (Outline the purpose of the event and why the SU should sponsor it. If you have had a similar event in the past, include all relevant details from previous years)  |
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| **Organization Background** (Provide information about your registered student organization.) |
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| **Charity Background** (Provide information about your selected charity including the registered charity number) |
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| **Requested SU Resources** (Space in MacEwan Building) |
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| **Communication and Dissemination Strategy** (Identify all activities you will undertake to promote this event and advise how the SU will be recognized as a partner.) |
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| **Estimated funds to be raised** (Please enter the amount of money you estimate you will raise at the event) |
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| **Previous Charity Grant Requests** (Identify all previous Charity Grant requests that have been submitted on behalf of the applicant group. Include the following information: dates, name of events, number of attendees, and amounts raised.  |
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| **Event Budget** (Detail all estimated revenues and expenses for your project, including other sources of funding. Budgets that appear to be inaccurate or misleading will be rejected by Operations and Finance Committee. Identify all costs that you wish to be waived.) |
| **Item Description** | **Expenses/Revenues** | **Funding Source** |
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Be thorough with costs; list all possible expenses in order to give a true idea of the cost of the event. Possible costs could include:

**Site**

* Venue Fees
* Labour
* Equipment
* Table/chairs
* Audio-video equipment

**Decorations**

* Flowers
* Lighting
* Supplies

**Promotion**

* Web Design
* Posters/flyers
* Media/advertising
* Printing/copying
* Postage

**Catering**

* Food
* Drinks
* Gratuities
* Labour

**Program**

* Speakers/ Facilitators
* Travel
* Lodging & meal

**Prizes**

* Gifts
* Plaques/trophies
* Fees /Honoraria
* Door Prizes

**Charity Grant Application Checklist**

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| [ ]  | The completed Charity Grant Application  |
| [ ]  | A complete, tentative MacEwan Conference & Event Centre contract for the event (including any pre-established discounts provided to your group)  |

**Please forward your completed application to:**

**Attention: Michael Hedgecock**

**251 MacEwan Student Centre**

**2500 University Drive NW**

**Calgary, Alberta T2N 1N4**

**Phone: 403-220-2901**

**Email:** **michael.hedgecock@ucalgary.ca**