**Students’ Union**

**Funding Report**

**Project Name:**

**Submitted By:**

**Email:**

**Date Submitted:**

**Quality Money, CIF, and Sustainability Fund Reporting**

Reports from Project Holders are required to help the Students’ Union (SU) monitor the effectiveness of the Quality Money funding program, including the Sustainability and Campus Improvement Funds. It also enables us to fulfil our obligation of accountability to students and to the university Board of Governors. Project Holders may delegate reporting responsibilities at their discretion but are ultimately responsible for the required reports.

An annual (interim) written report must be submitted to the SU prior to March 15th for each academic year that your initiative is active. This report must follow the template provided and include an overview of the status of the initiative, a detailed spending report, and an assessment of the outcomes and impacts to date.

A final written report is required within 30 days of the completion of your project. The *Project End Date* can be found in your Conditional Funding Agreement. This report includes the same information as an interim report; however, we also ask that in section 3 (Timeline) you explain any strategies you are considering to ensure the continuation of your project once your Quality Money funds have been spent.

Failure to complete annual or interim reports on time or in the correct format may result in automatic denial of future applications under the SU’s Quality Money funding program.

**Unused Funds or Extensions**

Sometimes projects need more time or have unused funds that you would like to spend on something else related to the original initiative. All projects may have a maximum of two *changes in scope****.*** These changes include extensions, significant alterations to budget items, use of leftover funds, or changes to the project itself.

Project Holders may use this report template to request changes. If you need to change your budgeted items, explain these changes in section 1 (Project Summary). If you need an extension, please provide a new timeline for completion in section 3 (Timeline). Specify an exact end-date for your project. If your project is finished and you have leftover funds that you would like to retain, explain this in section 6 (Comments). All changes must be approved by the Quality Money Committee. A formal memo will be issued for any approved changes in scope.

Unless approved by the SU in writing, any unused funds must be returned to the SU within 60 days of the end of your project. If you have questions about potential *change in scope*, please email [marcus.plottel@ucalgary.ca](mailto:marcus.plottel@ucalgary.ca) to set up a meeting.

**Submitting Your Report**

Please submit two copies of your report:

1. An electronic copy of you report typed in MS Word format only (no PDF or scanned copies please) to:

[marcus.](mailto:nikhat.ahmed@ucalgary.ca)plottel@ucalgary.ca

1. A printed copy of you report with appropriate signatures may be sent via campus mail or delivered to:

The Students’ Union

c/o Marcus Plottel, Senior Coordinator, Student Services

251 MacEwan Student Centre

2500 University Dr NW, Calgary, AB T2N 1N4

**Report Information**

**Please select which report you are completing. If you need an extension, please check the box below as well.**

Interim Report (Due March 15 every year a project is active)

Final Report (Due 30 days after the *Project End Date* stated in your contract)

Request for Extension or Change in Scope

**Project Information**

**Project Name:**

**Project Start Date:**

**Project End Date:**

**Total Funding Provided (in CAD $):**

**Project Summary**

1. **Since the receipt of funding (or your last report), what steps or actions have been taken towards the completion of your project? To what extent have the goals or deliverables of this project been met?**

**Outcomes and Impact**

1. **What impact has your project had to date? Please provide both qualitative and quantitative evidence to support your explanation including feedback from students where possible. How has your project supported the Quality Money funding pillars (as per your application)?**

**Timeline**

1. **Provide a timeline for each of the remaining deliverables, including specific details where applicable. Explain whether your project will be completed on time. Specify an exact end-date if you are requesting an extension. If your project has ended, what strategies are being considered to ensure the continuation of your initiative?**

**Communication**

1. **How have you recognized SU Quality Money support (as per your contract)? Has your project received any media coverage? Please summarize how you have fulfilled your recognition requirements to date. Append photographs, screenshots, or additional materials if available.**

**Budget**

1. **Complete the following financial report and detail any expenses related to the life of your project. An explanation of variances should be provided if any occurred. Describe any changes to items if you are requesting a change in scope.**

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| --- | --- | --- | --- | --- | --- |
| **Line** | **Item** | **Description / Justification** | **Qty.** | **Unit Cost / Rate** | **Total** |
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| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
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| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| **Grand Total** | | | | |  |

**Supporting Documents & Comments**

1. **List any additional documents that you are attaching. Use this space to provide any additional project information you wish to convey to the Quality Money Committee.**

**Signatures**

**By signing below, you acknowledge that the information provided in this application is true and accurate.**

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Signature Date

**If you are completing this report on behalf of a Project Holder, please have them sign below indicating that they have read and approve of the contents of this report.**

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Signature Date