



Special Event Grant Funding Guide

The Special Event Grant Funding (SEGF) is financial support provided by SMUSA for events organized by societies. The maximum grant in a fiscal year for a society is \$2000, and will not cover more than half of the costs of any single event.

How is SEGF allocated?

Annually, SMUSA societies are given a designated fund pool for SEGF. The money in the fund pool is distributed on a first-come first-serve basis until it is exhausted. Put simply, as long as a society's SEGF request is *complete* and adheres to specified *guidelines*, approval will be granted, until the fund pool has been completely distributed and nothing is left to give.

What does a complete SEGF request look like?

- Detailed Budget Breakdown: Provide a comprehensive breakdown of event expenses. Eg: if you say \$100 for food, break it down and say \$50 for two pizzas, \$30 for garlic bread and \$20 for soft drinks.
- If you are applying for funding for an event that includes serving alcohol, look at the event planning checklist to ensure you have risk management - security, door staff, and bar staff for the duration of your event.
- Other Revenue Sources: Be transparent about additional funding sources. Disclosure won't impact funding and may expedite the approval process. Provide an update on the status of sponsorships even if it is not guaranteed (eg. request submitted, approval provided verbally, approval provided in writing, etc.).
- Accuracy of Expenses: Ensure reported expenses are precise. For instance, in the case of purchasing food for 10 people, justify the appropriateness of a \$1000 expense. A complete funding request necessitates accuracy and justification. Ensure that budgeted expenditures are close estimates of actual costs.
- Ensure that you have provided all the requirements for off-campus events to receive approval on your SERM form to receive funding. (eg. proof of the venue's liability insurance, proof of the bar service's insurance).

What are the guidelines for SEGF?

- The event contributes to the benefit of the association's membership and enhances the society's active participation in the university community.
- Application for SEGF is submitted at least 2 weeks before the event is scheduled.
- The society hosting the event is ratified for the semester.

What are the reasons a society may be ineligible for SEGF?

- SEGF exclusively benefits individuals not affiliated with the university as students.
- SEGF designated for capital expenditures or maintenance purposes.
- SEGF intended for illegal activities.
- SEGF allocated for salaries, honorariums, or gifts for society members.
- SEGF directed towards the purchase of alcohol or alcoholic beverages.
- SEGF intended for events or expenditures occurring between May and August.
- Application includes unnecessary food purchases.
- Failure to submit comprehensive post-event summaries, including receipts, for the society's previous event for which SMUSA granted SEGF
- Failure to inform the VP Societies changes in the event nature, specifically transitions between wet and dry statuses, as well as shifts between off-campus and on-campus locations.

How to increase chances of getting SEGF?

Because funding is allocated on a first-come first-served basis, the earlier you submit your funding request in the year, the higher chance you will have of getting your funding approved. Having a complete funding request will also minimize back-and-forth communication with the VP Societies therefore increasing the probability of access to funds before depletion. Go through the event planning checklist on the SMUSA website to ensure that you have checked all the boxes for risk management based on your event details.