



Clubs Fund (CF)

Purpose

PhUS believes in supporting the growth and development of clubs who are members of the interclub council. The fund is dedicated to providing clubs who demonstrate financial need to plan and/or organize: new initiatives that allow for the participation and benefit of all members of PhUS, funding shortfalls for unexpected circumstances or items that are vital for the function and/or survival of the club. This fund excludes recurring events that primarily depend on support from the Clubs Fund.

Please note: Funds will be utilized with the non-binding, guiding principles that no more than 50% of the fund be spent in a single semester and that this fund be allocated in a way that maximizes the benefits for all PhUS members, including each pharmacy year and/or class, and club.

Criteria

A club must hold active membership to the Interclub Council, attend monthly interclub meetings and be in good standing at the time of the application and during the period of the project itself. A club may only apply to this fund once per academic year. Applications must be **received by PhUS council a minimum of 4 weeks in advance** of the completion of the event or project. Applications submitted after an event or project has been completed will not be considered. The maximum amount for any one award per year is set at \$250 to equitably maximize the number of proposals funded.

Grants from the Clubs Fund may also go towards travel and conference expenses under special circumstances, applicants must note the special circumstances that necessitate applying through the Club Fund. This will count against the club's maximum number of applications per year.

Funding is provided under a reimbursement model; applicants must keep all receipts related to their initiatives. All receipts will be reviewed, partial reimbursement may result if the expenditure is not justified.

Application Process

Download and complete the PDF application form and submit to the Vice President Internal.

Applications for projects initiated between **April 1st** and **August 31st** of a given year must apply by **the first Friday of March, of the same calendar year at 5:00 PM**. Please note that applications will be reviewed as they are received up until the March deadline.

When finished, please complete the following:

- Save the file using the following file name format:
 - ClubsFundApplications – Your Name – Club Name – DD.MM.YY.docx
 - eg. ClubsFundApplication – Sahil Ahuja – Melina Fan Club – 04.08.16.docx
- Attach the file to an email with a subject entitled "Clubs Fund Application Submission"
- Email the completed document to the VP Internal of the Pharmacy Undergraduate Society (internal@ubcpfus.org)

If you have any questions about the process or requirements of funding requests, please do not hesitate to contact the Vice President Internal.



Selection Process

A selection committee, led by the VP Internal and comprised of all year representatives and general councillors, will review all applications and will recommend the application for approval by the PhUS General Council on a case-by-case basis. All applicants will be informed of the status of their application at the end of the review process.

Applications fulfilling the **criteria** may be submitted up until the **first Friday of March every year at 5:00 PM**. Following receipt of the application:

- 1) A completed copy will be distributed to all selection committee members and an ad-hoc meeting will be scheduled to review the application
- 2) The selection committee will recommend applications fulfilling the criteria for approval by the PhUS General Council and be made as an agenda item at the next scheduled meeting
- 3) During the meeting, a representative of the club submitting the application will be given the opportunity to speak on its behalf
- 4) Following the presentation, council members will be permitted to ask any questions they have regarding the application
- 5) Following the questions period – the club representatives who submitted the application will leave the room, permitting discussion of the application amongst council
- 6) A vote by all attending council members (quorum must be met, one vote per general council member), will determine whether the application shall receive:
 - a. All of the funding requested OR
 - b. A portion of the funding requested OR
 - c. None of the funding requested

Applications will be reviewed on the following:

- Meeting the above criteria
- Need for funding
- Level of professionalism
- Benefit to constituency
- Availability of funding

Form 1 - Applicant's Information

Club Name	
Primary Contact	
Telephone Number	E-mail
Name of Project/Event/Initiative/Cause	



Location	
Start and End Date(s) of Project/Event/Initiative	Number of Participants (Projected/Known)
Brief Description of Use and/or Events	
Amount Requested	Amount Granted (Office Use Only)

Form 2 - Supplementary Documentation

Please attach the following documentation to this application form:

- An itemized budget including revenues and expenditures
 - Revenue
 - List amount and source of revenue
 - Disclose other funding received from faculty, sponsor and/or club
 - Expenditures
 - List all costs
 - Size of shortfall
- An outline no more than one page containing the following information:
 - The nature and purpose of this project/event/initiative and how it may benefit you and other pharmacy students
 - A description of why this project/event/initiative is vital to the club
 - Brief description as to what the funding will be used towards
- A follow-up report no more than one page summarizing the event must be submitted to PhUS Council **NO LATER than 1 month after** the event has taken place

All or portions of this report may be made available in select PhUS publications, including but not limited to, the PhUS website and to serve as an example to future applicants. Future funding for the group or yourself will be contingent upon receipt of this information.

Terms of Agreement

I/we agree to abide by the terms and conditions as stated in this application. The information submitted is true and correct to the best of my/our knowledge. I understand that failure to comply to the rules outlined above will result in discontinuation or suspension of future funding for myself and/or the associated parties involved.

Name: _____ Signature: _____

Date: _____