



Purpose

PhUS believes in assisting new and innovative projects that support UBC pharmacy students academically, professionally, and socially. The expenditure of this fund is geared towards supporting events and initiatives that benefit pharmacy students through providing events or services opportunities as related to professional development, on or off-campus. This excludes travel to professional conferences or competitions for which other funding mechanisms currently exist.

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, that all members of PhUS, including executive and general PhUS council members, must apply if seeking funding for minor events and services and that this fund be allocated in a way that inclusively maximizes the benefits for all PhUS members, including each pharmacy year.

Criteria

- A student may only apply for the Minor Initiatives Fund twice per academic year
- The maximum amount of reimbursement must not exceed \$100 to equitably maximize the number of proposals funded.
- A PhUS Member cannot re-apply for the Minor Initiatives Fund or the Professional Initiatives Fund/ Clubs Fund with the intention of using the reimbursement for the same event/initiative.
- All applicants must be UBC students and PhUS members in good standing at the time of the application, and during the period of the project itself.
- PhUS reserves the right to not reimburse applicants after an application is approved if all expenditures are not justified.
- Funding is provided under a reimbursement model, applicants must keep all receipts related to their initiative.
- Applications must be **received by PhUS council a minimum of 10 days in advance** of the initiation of the event or project.
- Applications that are submitted after an event or project has been completed will not be considered.
- Applications which do not follow the Application Process below or Criteria above will not be considered.
- Applicants must list PhUS as a sponsor for the event. PhUS's executive and general members can list PhUS as a coordinator for an event.

Application Process

Download and complete the PDF application form and submit to your year representatives.

Applications for projects initiated between **April 1st** and **August 31st** of a given year must apply by **the 2nd last 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. For more information or questions, please contact the VP Internal at internal@ubcphus.org.



When finished, please complete the following:

- Save the file using the following file name format:
 - MIFApplication – Your Name – DD.MM.YY.docx
 - eg. MIFApplication – Simon Zhou – 04.08.16.docx
- Attach the file to an email with a subject entitled “MIF Application Submission”
- Email your completed document to your respective year representative, PhUS Secretary, PhUS VP Internal, or PhUS President

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 councilors, 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 **2nd last 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, the applicant 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 applicant 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

Name	Student Number and Year
Email Address	Phone Number
Name of Project/Event/Initiative	
Location of Project/Event/Initiative	
Please explain the nature and purpose of this project/initiative/opportunity and how it may benefit you and other pharmacy students. Additionally, please provide us with the timeline of planning this project/initiative/opportunity and a general itemized budget including revenue and expenditures.	
Start and End Date(s) or Project/Event/Initiative	Number of Participants (Projected/Known)
Amount Requested	Amount Granted (Office Use Only)

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 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: _____