



## Fall Semester 2021 Grant Request Guide

This guide was made by the Vice-President of Finance, to clarify certain allocations, and contains important and useful information for all club executives. I have gathered some common requests, and provided our general response, as well as our explanations to certain refused requests. Please read the following information before submitting the grant request form, to ease the process for both the parties. If you have any questions, please contact me via Messenger (Yena Lee).

### 1. Common requests accepted by the FPC:

- **Website and domain fees:** Usually yes, if deemed necessary. To receive the amount requested, the responsible executive must provide a thorough explanation of the requested amount, with screenshots of the price, and other related documents.
- **Guest speaker gifts:** The FPC allocates 30\$/speaker, with the MAXIMUM amount being \$150 for the entire semester. Please use the fundraising money for the rest.
- **Prizes (for trivia, fundraiser events, etc):** \$150 MAX, for the entire semester. Please use the fundraising money for the rest.
- **Registration fees for competitions:** The FPC will allocate between  $\frac{1}{3}$  and  $\frac{1}{2}$  of the entire registration fee, depending on the number of participants, the size of the competition, etc.
- **Sports clubs:** The FPC will allocate between  $\frac{1}{3}$  and  $\frac{1}{2}$  of the entire training fee, but the allocation will depend on the government restrictions on the Covid-19 pandemic.
- **Travel fees:** The allocation will depend on the government restrictions on the Covid-19 pandemic.

### 2. Common requests refused by the FPC:

- **Zoom pro:** Reach out to Trudy Ste. Croix, our student life animator, at least 72 hours prior to the event, to get a zoom pro link. Otherwise, use GSuite google meets (which also has several features like polls and breakout rooms), or

Microsoft Teams. You can request to have a GSuite account by contacting the Vice-President, Anne Lin Arghirescu.

- **Merchandise:** Please use the fundraising money for club merchandise.
- **Food:** No. The FPC only allocates funds to food, if the club's purpose is directly related to food.
- **Bonding & Get together activities:** Please use the fundraising money for bonding activities.
- **Photographer and videographer:** The FPC does not allocate any grants for the photographer and videographer. We recommend that you reach out to other clubs for a possible collaboration.
- **LinkedIn Premium Account:** Please reach out to Marianopolis Alumni. Club executives are encouraged to contact Christianne Meloche, Alumni Affairs at Marianopolis.
- **Microphones and other technological equipment:** Please borrow material from the TLT. Club executives are encouraged to fill out the form on the Hub, to borrow equipment.
- **Discord server:** Please use other platforms, such as Microsoft Teams, which is already offered by the College, or create a Facebook and/or an Instagram account. Club executives can also use Slack for inner communication.

### **3. Other Important Information:**

- Please keep in mind that throughout the entire Academic year, there are 2 grant request periods, at the beginning of each semester. If a club requests a grant for activities of both the 1st and the 2nd semester, the FPC will only allocate grants for activities of the 1st semester. Club executives can apply again in the 2nd semester for the rest of the activities.
- When filling out the grant request form, please attach all pictures of products, receipts, and related documents. If the FPC cannot understand the need for a certain requested amount due to the lack of explanation and research, the FPC will not be able to allocate the grant. Keep in mind, when submitting the form, that you must explain with detail and proofs (pictures, actual prices, etc).