



USO Project Fund

The USO Project Fund aims to provide financial assistance to Ukrainian Students' Organizations (USOs) for events and initiatives that help strengthen the Ukrainian Canadian student community. The USO Project Fund is coordinated annually by the Ukrainian Canadian Students' Union (SUSK).

Each of the 18 USOs across Canada is entitled to **\$150** in funding to help support its local event. These funds will be distributed after the local event has taken place, which must be by **April 30th, 2018**. To receive funding, we ask that you follow the instructions below:

Step 1: Pre-event submission:

SUSK asks that each USO submit a brief **proposal** describing their local event and corresponding **budget** (see templates attached). Proposals must be submitted no later than 2 weeks prior to the local event. SUSK will determine whether the funding for the event is approved.

Please follow the following criteria:

- The project must benefit the interests of the **whole USO**, with the support of the USO Executive
 - Ex: It *cannot* be used on individual executives (such as individual travel)
- This grant must be used for a **single event**
- *Cannot* be used to reimburse alcohol expenses
- *Cannot* be used for travel to SUSK Congress

In addition, USOs must acknowledge SUSK's funding in some capacity; this could be on the Facebook event, on a event poster, etc. If a USO requires the SUSK logo, please contact vp@susk.ca.

Step 2: Post-event submission:

SUSK asks that following their local event, each USO submit the following:

- A **financial report** for your local event (see template attached)
- A summary of the event with what went well, what could be improved, and any feedback you may have received
- A copy of any releases you may have shared with your members and/or stakeholders regarding the event (ex. press release for media, article for local newspaper, photos posted to your USO website or social media pages)



**UKRAINIAN CANADIAN STUDENTS' UNION
СОЮЗ УКРАЇНСЬКОГО СТУДЕНТСТВА КАНАДИ
UNION DES ÉTUDIANTS UKRAINIENS CANADIENS**

- A minimum of three photos with captions from the event (photos from an iPhone are acceptable)
- USO financial information: full formal name of the USO and full name and mailing address of the USO's President and/or Treasurer/Finance Director that will receive the funds

Please submit the above information to vp@susk.ca.

Stephanie Nedoshytko
SUSK President

Ashley Halko-Addley
SUSK Vice President



PROPOSAL

1. Event details.

Please provide the name, date and time, venue, and target audience of your local event.

2. Event description.

Please provide a brief outline of the event, including: the purpose of the event, a description of the event program, and an explanation of how the event will strengthen the Ukrainian Canadian student community (maximum 500 words).



FINANCIAL STATEMENT

Expenses	Actual
Venue	
Catering	
Marketing	
- Poster printing	
- Name tags	
- Tickets	
Misc. Supplies	
- Balloons, streamers, etc.	
- Projector rental	
TOTAL EXPENSES	
Income	Actual
Sponsorship	
- Sponsor 1	
- Sponsor 2	
- Sponsor 3	
Admission/registration fees	
TOTAL INCOME	
Net Income	Actual
(Total Income – Total Expenses)	