



## 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 nationally by the Ukrainian Canadian Students' Union (SUSK) and funded by the Ukrainian Canadian Congress Ukrainian Dragons Competition.

Each of the 20 (and counting) USOs across Canada are entitled to **\$150** in funding to help support their local event. These funds will be distributed following the event in question, which must be no later than **April 30th, 2017**. In order to access the funds, 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.\* Additionally, **USOs must acknowledge SUSK** funding in some capacity for their financial assistance: this could be a 'thank you' on social media, on a event poster, etc. If a USO requires the SUSK logo, please contact [vp@susk.ca](mailto: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)
- 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 note that SUSK will not provide funding for any alcohol-related expenses.*

Please submit the above information to SUSK at [vp@susk.ca](mailto:vp@susk.ca).

Cassian Soltykevych  
SUSK President

Danylo Moussienko  
SUSK Vice President

Ashley Halko-Addley  
SUSK Alumni Director



## 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).*





- Sponsor 3	
Admission/registration fees	
<b>TOTAL INCOME</b>	
<b>Net Income</b>	<b>Estimated</b>
(Total Income – Total Expenses)	

## FINANCIAL STATEMENT

<b>Expenses</b>	<b>Actual</b>
Venue	
Catering	
Marketing	
- Poster printing	
- Name tags	
- Tickets	
Misc. Supplies	
- Balloons, streamers, etc.	
- Projector rental	



<b>TOTAL EXPENSES</b>	
<b>Income</b>	<b>Actual</b>
Sponsorship	
- Sponsor 1	
- Sponsor 2	
- Sponsor 3	
Admission/registration fees	
<b>TOTAL INCOME</b>	
<b>Net Income</b>	<b>Actual</b>
(Total Income – Total Expenses)	