

DSU Special Project Application



COVER SHEET

Applications must be submitted to the DSU Office (2F.2) to the attention of the DSU VP Finance. Special Project Applications are not accepted without this cover sheet – **PLEASE PRINT CLEARLY**

Event Name: _____

Club/Group: _____

Contact Person: _____

Email Address: _____

Check one that applies:

This proposal is being made by:

- A DSU club given a budget by the DSU.
- A DSU Club that does not currently have a budget but will be applying for one with the next year
- A Dawson club/ association that is not funded by the DSU.
- A student independent of any club/ Association

How many people will this project benefit? _____

↳ How many are Dawson undergraduates? _____

Event date/ Project launch Date: _____

HOW MUCH FUNDING ARE YOU SEEKING FROM THE DSU? ↓

SUBMISSION CHECKLIST

Projects missing any of the following documents will not be considered.

I have submitted ALL of the following documentation with this application.

- Full Event/project description
- When and where the event/ project will take place
- Complete budget detailing all revenues and expenses
- Sample of any sponsorship materials
- Budget detailing annual funding received from other organizations/departments etc. if applicable*

FOR OFFICE USE ONLY

Received at DSU offices on:

Received by Finance Committee on:

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What is the benefit of this to Dawson students?

Was this project done in the past? _____ If yes, when? _____

- ⇒ All submissions (excluding this cover sheet) must be typed. Handwritten proposals will not be accepted.
- ⇒ Please include one copy (double sided if possible) of your proposal at the time of submission
(paperclip only – No folders, duo tangs, staples, etc.)
- ⇒ All funding is provided to approved projects in the form of reimbursement of expenses. Approved projects will be required to submit ORIGINAL receipts for all requisitioned expenditures.
- ⇒ Keep an electronic copy of your application and a copy of your cover sheet in case you need to resubmit it.
- ⇒ Response time for Project Applications decisions may vary. Please contact the DSU VP Finance (finance@mysu.ca) if you have any questions regarding your application.

The Dawson Student Union would like to thank you for your application.
