

To support students in the development of special projects of a cultural, athletic or educational nature, the McGill Alumni Association (MAA) and University Advancement (UA) provide financial support in the form of sponsorships. Ranging from \$250 to \$750, the objective of the Student Sponsorship Program is to support student groups for projects that do not otherwise receive University funding and that promote outside-the-classroom student experiences and/or student-alumni engagement opportunities.

The MAA Student Sponsorship Committee reviews applications individually and assesses them according to the funding criteria outlined below. All applicants will be informed in writing of the results of their application. Funds will be disbursed approximately 10 to 15 business days **after** the decision has been rendered.

Funding will be granted based on the merit and volume of applications received in any application period, in accordance with the funding criteria and available financial resources. Submitting an application does not automatically guarantee that funds will be granted. In the interest of equity, preference will be given to requests for non-recurring sponsorships: i.e., for new or one-time initiatives.

### **Funding Criteria:**

- a) Student group members must be registered as full- or part-time students at McGill University.
- b) The sponsored event, group or activity must be of a cultural, athletic or educational nature, with official affiliation to McGill University.
- c) Projects must be student-run or for the benefit of McGill students in accordance with the Student Sponsorship Program objectives.
- d) Appropriate recognition is required to highlight the contribution of the McGill Alumni Association, e.g., publication of the name and logo of the MAA in print or electronic documents and/or materials.
- e) After project completion, a detailed report on the use of the funds is required (see the Post-Event Summary Report template provided). Any relevant content that can be used for cross-promotional purposes should be forwarded to the MAA (see Section 6 for guidelines).
- f) Internal departments whose projects meet the above criteria are required to submit a completed application in accordance with the Student Sponsorship Program guidelines.

The MAA and University Advancement will not support events, groups or activities that:

- Request ongoing operating, debt reduction or out-of-province travel expenses;
- Are purely social in nature or that advance the interests of an individual endeavour;
- Favour religious, political or social advocacy organizations.

### How to apply:

Applications are reviewed three (3) times per year and must be received by the following deadline dates:

October 2<sup>nd</sup>

November 20<sup>th</sup>

March 18<sup>th</sup>

The following documents must be submitted:

- A duly completed application form.
- A detailed budget, including a list of other sponsors involved and at their financial contribution.

Send these documents by email or in person to:

[studentprograms.dev@mcgill.ca](mailto:studentprograms.dev@mcgill.ca)

McGill Alumni Association - Student Sponsorship Program

1430 Peel Street, 5<sup>th</sup> Floor

Montreal, QC H3A 3T3

## Section 1: Applicant Information

**Group/Club Name:** \_\_\_\_\_

**Recognized by:** \_\_\_\_\_  
*e.g.: SSMU, Faculty of Arts*

**Name of Applicant:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**McGill FOAPAL#:** \_\_\_\_\_

## Section 2: Details of Funding Request

**Name of Event/Initiative:** \_\_\_\_\_

**Date of Event/Initiative:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_  
*Campus / Off-Campus*

**Applicant's Role in Event/Initiative:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

### Section 3: Detailed Budget

Please highlight the expense line item for which the sponsorship will support. In the case of a publication, please include circulation figures and provide a copy of the most recent issue.

#### Revenues

Ticket Sales (price/ticket)	\$ _____
Sponsorship from other sources	_____
Other	_____

#### Expenses

Venue Rental	\$ _____
Audio Visual	_____
Catering	_____
Advertising	_____
Other	_____

Net Profit/Loss	\$ _____
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### Section 4: Details of Event/Initiative

**Target Audience:**

*e.g.: club members, all McGill students, alumni etc.*

\_\_\_\_\_

**Expected Attendance:**

\_\_\_\_\_

**Date funding is needed:**

\_\_\_\_\_

**Please provide a letter of intent including:** 1. Description of the project; 2. Objectives; and 3) Measures for evaluating outside-the-classroom student experiences and/or student-alumni engagement:

## Section 5: Committee Details

Please provide a list of names and email addresses of all members involved in the organization of this project.

Name	Title	Email

## Section 6: Additional Assistance

Please let us know if your group needs any additional assistance from the McGill Alumni Association (such as Alumni experts, speakers, panelists etc.). Please detail the type of assistance that you will be requiring below:

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## Section 7: Post-Event requirements

After project completion, you are asked to submit any relevant content that was created for cross-promotional purposes in alumni communications, print or electronic.

Acceptable content includes, but is not limited to, the following:

- A written summary of your project (approx. 500 words). This can include an overview of the project, a particular story that emerges, lessons learned, etc.
- Photos, Instagram posts, speaker presentations.
- Tweets (live-tweeting the event, speaker quotes, etc.)

**In addition, you may be invited to make a presentation to the Board of the McGill Alumni Association. This presentation should include a short summary of your initiative, what you learned about the topic and what future plans you have for your initiative.**

# McGill Alumni Association Student Sponsorship Program

## Post-Event Summary Report

Group/Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Contact: \_\_\_\_\_

<b>Description:</b> - Attendance - Program - Venue, etc.	
<b>Type of project</b>	<input type="checkbox"/> Faculty specific: _____ <input type="checkbox"/> Athletics <input type="checkbox"/> Libraries <input type="checkbox"/> Students' Society <input type="checkbox"/> Campus-wide <input type="checkbox"/> Community <input type="checkbox"/> Other: _____
<b>Financial summary</b>	Total expenses: \$ _____ Total revenues: \$ _____                      Profit/Loss: \$ _____
<b>How did the project meet its stated objectives?</b>	

**In your opinion, what aspects of the project were most successful?**

  
  
  
  
  

**In your opinion, what aspects of your project could be improved in the future?**

**Please list any on-campus groups and/or Faculties you partnered with on this project.**

**How did you find the Student Sponsorship Program application process? Is there any additional support that the McGill Alumni Association could have provided?**

**Additional comments**