

---

---

## FACULTY OF CREATIVE AND CRITICAL STUDIES EVENTS SUPPORT FUND GUIDELINES

---

---

A small amount of funding is available to support events that would naturally fall under the FCCS umbrella and promote FCCS. The support is not intended to cover entire events but rather to provide funding for supplies or support that would encourage participation in the event. To be eligible, the event must be of benefit to and open to a wider audience than students in a specific course(s) or program(s). The maximum amount granted to any event will be \$500.

Funding will not be approved retroactively -- applications for events that have already taken place will not be accepted.

Applications to this fund must include a description of the event, an explanation of how the event will promote FCCS, and a budget detailing costs, other sources of funding, and a list of which expenses Events Support Funds will be used to pay. The "FCCS Events Support Fund Application Form" must be completed in full and submitted to: Jonathan Durynek, Faculty Administrator.

Examples of expenses that could be eligible for funding include:

- Catering
- Speaker's honorarium
- Speaker's travel & accommodation
- Venue rental
- Promotional costs

Examples of events that are not eligible for funding include:

- Events that are of benefit only to students in a specific course(s) or program(s)
- Events that promote or highlight works of individual faculty members (e.g. - book launches)
- Events that promote or highlight works or research of individual undergraduate or graduate students.
- Events that would have qualified for Canada Council Funding, unless an application was made to Canada Council for the event and funding was denied.

Successful applicants will be required to submit receipts or invoices for expenses incurred. These must be attached to a completed requisition form.