



BUSU Club Funding

Through a student levy the Brock University Students Union provides clubs with accessible funding to support their event needs.

An annual budget with your intent to request funding must be submitted on or before October Presidents Meeting. Also, clubs may only request funding once per semester unless given special permission by the Vice-President of Student Services. Often times clubs request 1 presentation for their anticipated expenses. Note club funding will not support clubs who are in a deficit or require funds for previous purchases as the request is intended for upcoming expenses. Clubs are also encouraged to generate revenue to off-set costs such as ticket sales, fundraiser initiatives or sales of goods.

1. Fill out the clubs funding request form
 - Visit the Clubs Portal on Experience BU
 - The funding request form is found under “forms”
 - Note: a budget and a presentation is required when submitting a funding request. A budget template is found on the Clubs Portal page under “documents”. This budget can be the same as the one you submitted at the Presidents meeting if nothing has changed. Please be sure to include a quick description about your club and what events you are hoping to execute.
2. Once the funding request form is submitted, you will be contacted by the Clubs Manager with a time to present your funding request to Clubs Policy Committee.
3. If your funding request is UNDER \$1500, you will receive notice from the Clubs Manager regarding the status of your request.
4. If your funding request is OVER \$1500, you will receive a notice from the Clubs Manager regarding the status of your request. In the case CPC has approved your club to move forward to a secondary presentation your club will be required to present to the Brock University Students' Administrative Council (BUSAC) at their next meeting. BUSAC is a group of elected students (approximately 35) that meet regularly. After presenting to BUSAC you will receive notice on the request status.

It is best to request funds early as club funding presentations fill up fast. You are welcome to send a draft of your presentation to the BUSU Clubs Team prior to a formal submission for review. There the team can provide you feedback and direction.