



# FUNDING

BUSU provides clubs with funding to purchase t-shirts, host events, cover conference costs, etc. To request funding, please follow these steps:

**NOTE: 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 VPSS.**

**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 if your request was approved.

4. If your funding request is **OVER \$1500**, you will receive a notice from the Clubs Manager on what CPC’s recommendation is. You are then 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 every other week. After presenting to BUSAC you will receive notice on whether your request was approved.