



Event/Project Name — *General Name*

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In the above **mustard coloured text** you will name your project! Be creative! This is the name that you will save the file as—please ensure that you include a general *enough* title too! (e.g. Sexy Bingo — *Health and Sexual Wellbeing Based Bingo*) **Please delete this paragraph**

Date: *When is the event happening?*

Time: *What exact hours is the event occurring?*

Location: *Where is the event happening—do you have the room booked already? If yes, you must attach confirmation titled “Appendix A: Room Booking”.*

Campus Group/Observer/Group Name: *What campus group/club is applying? (e.g. University of Regina Students Association)*

Name Abbreviation (if one exists): *What is the group's abbreviated name? (e.g., URSA)*

Primary Group Email: *The generic group email*

ursa-students Email (if one exists): *(e.g. events@ursa-students.ca)*

Applicant: *Who from the group is applying? (e.g. Roberta Bondar)*

Applicant Student ID #: *(e.g. 200209107)*

Applicant URegina email: *(e.g. abc123@uregina.ca)*

Organiser(s): *Who from the group is organizing or facilitating the event? This does **not** need to be the Applicant. (e.g. Roberta Bondar and John Chapman)*

Invitee(s): *Are there any special guests attending? (e.g. Neil Armstrong)*

1. Project Description

In 2-3 sentences, describe this activity! What does it focus on? What are your main outcomes?



2. URSA Mission & Values

In 2-3 sentences, describe how this activity supports at least one of the following: Honesty, Transparency, Accountability, Responsibility, Campus Enrichment, Equity, Diversity, or Non-partisanship. Preference will be given to activities reasonably supporting multiple values.

3. Indented Audience & Scope of Project

In 2-3 sentences, describe who this activity is for (e.g., University Students, Staff, or Faculty, and/or non-university students or the general public). How do you intend to make this activity attractive to them?

4. Disclosure of Collaboration

If the applying group is collaborating with another group, you must disclose the nature of that collaboration here. Such as:

- ★ Internal: you are simply sharing know-how and the planning workload.
- ★ External: you are working with a group not recognized by URSA to improve the activity or create a product (e.g., in exchange for shirts, *Intercomics Shirts* requested to name the event)
- ★ Financial: you are receiving an amount of funding from the other group

Note that multiple may apply; please list an explanation of all applicable disclosures, and proof of collaboration (e.g., contract, email receipt, or meeting minutes).

Disclosure must be attached and titled “*Appendix B: Proof of Collaboration*”.

5. Duty to Accommodate & Accessibility Plan

In 2-3 sentences, describe how this activity will be made accessible to all members of URSA. At URSA’s discretion, additional funding may be awarded to achieve this, as long as the maximum semester amount per group is not reached.

If making this activity accessible is unreasonable, or will otherwise cause undue hardship to the group, in 2-3 sentences describe factually how undue hardship will be caused. [This is a link to the Canadian Human Rights Commission; it explains this commitment in greater detail.](#)



6. Budget

Please provide a formal activity budget. Groups are permitted to use their own budget format; however, to reduce the risk of missing information, they are encouraged to use TEMPLATE: [Event Budget \(URSA\)](#).

The budget must be attached and titled “*Appendix C: Budget*”.

IMPORTANT NOTE: Grants below \$ 1,000 CAD must be submitted no less than 10 days prior to the project date, and grants above \$ 1,000 CAD must be submitted no less than 20 days prior to the project date (days exclude the day of submission and the day of project)

7. Guide

Please provide a comprehensive activity guide. Groups are permitted to use their own activity guide; however, to reduce the risk of missing information, they are encouraged to use TEMPLATE: [Event Guide \(URSA\)](#)

The guide must be attached and titled “*Appendix D: Event Guide*”.

NOTE: If you are applying for funding to attend a conference or any similar event, please include a document which outlines the schedule for the event, transportation plan and costs, and safety plan (e.g. *buddy system*).

The document must be attached and titled “*Appendix D: Conference Plan*”.

8. Posters & Promotional Material

Please provide a copy of all posters and promotional material the group will use to advertise or otherwise promote the activity.

The materials must be attached and titled “*Appendix E: Promotional Materials*”.

NOTE: As per URSA policy, using any generative tool (e.g., ChatGPT, Google Gemini, Canva AI, etc.) to create posters and/or promotional material is not permitted and will result in the application not being reviewed.

9. Remarks



Submit this completed application and all relevant appendices as a **single PDF**. Please send the completed application to vp.studentlife@ursa-students.ca.