

ASSU SPECIAL PROJECT FUNDING - RULES AND REGULATIONS

The special project funding process allows Course Unions to request additional funding above what is already covered by ASSU Course Union grants. Special project funding can be requested and granted for a justifiable expense in line with ASSU's mandate. Traditionally, SPF is not granted to fund socials. Failure to comply with these rules and regulations, for any reason, could result in you and your Executive being personally liable for the funds.

To request special project funding, Course Unions are required to complete, in **detail**, the "ASSU Special Project Funding Request Form" and submit the form to the ASSU Office well in advance of the event. This form is available on the ASSU website, www.assu.ca, or in the ASSU office.

All events funded through this process must be open and accessible to all Faculty of Arts and Science students. We also expect that you are approaching your Departments/Programs and other offices for help funding these events as well.

Projects that are aimed at generating profit are ineligible for special project funding.

Course Unions must submit **ITEMIZED** receipts for all expenditures incurred by the project. All funding that is not spent is considered ASSU funds and must be returned. Funding granted through this process that is not spent on items approved must also be returned.