**UBC Global Fund Guidelines**

**Please submit this application and supporting documents in PDF format to:** [**global.fund@ubc.ca**](mailto:global.fund@ubc.ca)

**All grant requests must be received via e-mail by midnight on the monthly deadlines:** Visit our [website](http://www.students.ubc.ca/international/get-involved/ubc-global-lounge/ubc-global-fund/) for dates. Please check if you are using the most recent version of this application from our website.

**Project Information**

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| --- | --- |
| PROJECT NAME: |  |
| EXPECTED DATE(S) OF PROJECT: |  |
| AMOUNT OF FUNDING REQUESTED (up to a maximum of $2000): | $ |

**Contact Information**

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| --- | --- | --- | --- | --- |
| PRIMARY CONTACT PERSON: | UBC STUDENT NUMBER: | EMAIL ADDRESS: | | |
|  |  |  | | |
| PHONE NUMBER: | ADDRESS: | ORGANIZATION: | | |
|  |  |  | | |
| DESCRIPTION OF YOUR ORGANIZATION AND HOW IT IS AFFILIATED WITH UBC: | | | | |
|  | | | | |
| ARE YOU COLLABORATING WITH ANY OTHER ORGANIZATIONS? | | | YES | NO |
| IF YES, FILL OUT THE TABLE ON THE FOLLOWING PAGE: | | |  |  |

**COLLABORATION:** Please outline all collaborating partners below. Collaboration is a process where two or more organizations work together towards a shared goal. Booking a venue for your event, for example, does not qualify as collaboration.

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| --- | --- | --- | --- |
| **COLLABORATING PARTNER** | **AFFILIATION WITH UBC – FACULTY, STAFF, CLUB, ETC. – IF ANY** | **CONTACT  (NAME, EMAIL)** | **HOW ARE THEY COLLABORATING WITH YOU ON THIS INITIATIVE?** |
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| **Additional Comments and/or Notes:** | | | |

1. Please provide a brief description of the goals of your initiative and how these goals will be met. **Please also include how you plan to use the money received from the Global Fund**. Use the 5 W’s as a guideline (Who, What, When, Where, Why) as to what information is required. Do not assume prior knowledge on the part of the committee for any aspect of the project’s planning and execution, and be specific about what has already been completed in preparing for this event/project (maximum 600 words):

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1. How does this initiative meet the guidelines of the Global Fund?
2. **INTERNATIONAL ENGAGEMENT AND/OR INTERCULTURAL UNDERSTANDING:** please tell us in 100 words or less how theproject you are applying for is internationally or interculturally focused.

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1. **SUSTAINABILITY:** please tell us in 100 words or less **how** your program will demonstrate long-term impact.

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1. **ENGAGEMENT**: please tell us in 100 words or less **how** your program will actively engage with UBC student community.

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1. **GLOBAL LOUNGE:** please tell us in 100 words or less to what extent your program will take place in and/or involve the Global Lounge and its members. Be specific (have you booked a space or made an agreement to collaborate with a Network Member? What measures would you take to advertise through Global Lounge media channels?). Expressions of intent are often insufficient during evaluation of applications.

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**Budget Information**

Please **attach** a budget to outline your planned revenue and expenses for the project. Please include all projected revenues, expenses and contributions related to the project, including any other outside funding received or that has been applied for (please specify). Put one expense per line and add more rows if needed. List Global Fund items as “Global Fund pending”. **Be as specific as possible with how the Global Fund will be used. Applications that do not follow the budget criteria will not be reviewed.**

Example Chart to include for Funding Requested:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Donor Name | Item | Expense of Item | Expected Revenue from Item | Funding Received (yes/no/pending) |
| e.g.: Global Fund | Catering for Reception | $300 | none | Global Fund Pending |
| e.g. Sara’s Craft Store | Ribbons to sell at event | $150 | $500 | yes |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total:** |  | $450 | $500 |  |

**Declaration (Signature Required)**

I certify that the information given on this grant application is true, correct and complete in every respect and if awarded the grant, I agree to abide by the established grant terms and conditions.

I agree to allow the University of British Columbia to use the report and photo(s) I provide on University websites or promotional materials for the grant program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Electronic Signature of Applicant: |  |  | Date: |  |

**Questions?**

Contact: global.fund@ubc.ca