

FIFSW GSA Student Initiative Fund (SIF) Pre-Event Form

Submit this completed form to fsw.gsa@utoronto.ca. We recommend submitting this form a minimum of two (2) weeks before your event to allow for ample time for processing and allocation of funds.

If you require more than \$800, we recommend you arrange a meeting with the GSA before going to the Faculty or Alumni Association for additional support.

For tables in this form, feel free to add/delete extra rows as needed. For all fields, you may write as much as you deem relevant/important for reviewers to know.

If you require assistance, or have any questions, please first complete this form to the best of your ability first, and then send an email to fsw.gsa@utoronto.ca so we can arrange a time to assist you further.

Date of Pre-Event Form Submission	
Click or tap to enter a date.	
2. Name of Student Club or Organization (if applicable)	
Click or tap here to enter text.	

3. Primary Applicant Information (the person the GSA will connect with to ask questions about the application, or to inform about application results)

Name	
MSW Cohort (Year 1, Year 2, Adv. Standing)	
Role on the Club/Organization (if applicable)	
Contact Email	
e-Transfer Email	
Phone Number	

Name		
MSW Cohort (Year 1, Year 2, Adv. Standing) OR Other Program of Study/Occupation		
Role on the Club/Organization (if applicable)		
Email		
Phone Number		
	MSW Cohort (Year 1, Year	Dolo/Doomonalhility Av. 16
Name	MSW Cohort (Year 1, Year 2, Adv. Standing) OR Other Program of	Role/Responsibility As it Relates to The Initiative
Name	2, Adv. Standing)	
Name	2, Adv. Standing) OR Other Program of	Relates to The Initiative
Name	2, Adv. Standing) OR Other Program of	Relates to The Initiative
	2, Adv. Standing) OR Other Program of Study/Occupation	Relates to The Initiative
Name 6. Tentative Date & Time of Click or tap here to enter te	2, Adv. Standing) OR Other Program of Study/Occupation of Initiative	Relates to The Initiative

	Title of Proposed Initiative
C	lick or tap here to enter text.
9.	Description of the Initiative
C	lick or tap here to enter text.
10	.Intended Audience (e.g., open to all MSW studies, focused on a particular community at FIFSW?)
C	lick or tap here to enter text.
Th	Describe how this event will promote inclusion and equity at FIFSW. is is where you can talk about why this initiative is needed at FIFSW. You can identify gaps in owledge, sense of belonging, or other aspects that are missing from existing services on
	mpus, alongside how your initiative will meet these gaps.
ca	
С	mpus, alongside how your initiative will meet these gaps.
12	lick or tap here to enter text.
12 13 For	lick or tap here to enter text. Anticipated Number of Attendees

Click or tap here to enter text.

14. Timeline of Tasks (...required for you and your team to develop, execute, and evaluate the success of your initiative)

	Timeline	
Pha	ase 1: Research and Developm	ient
Tasks	Duration/Rough Deadline	Assigned to:
	Phase 2: Execution of Initiative)
Tasks	Duration/Rough Deadline	Assigned to:
	Phase 3: Post-Initiative	
Tasks	Duration/Rough Deadline	Assigned to:

15. Budget

List as many details as possible to give a picture of what the money will be used for before, during and, if needed, after any event/activity.

Do not enter personal funds, only report other funding sources your club/organization may have. If you have no other funding sources, report \$0.

Existing Funding for Initiative	Amount
Total Existing Funding That Can be Used for Initiative:	\$

	Project Expens	ses (Estimates	Allowed)		
Item	Description of Item/Need	Supplier (if Applicable)	Cost (include tax, if possible)	# of Items	Total Item Cost
Total Expenses					\$

16. Total Amount Requested (Total Expenses – Total Existing Funds)

17. Describe how you will measure the success and outcomes of your event.Note: this plan can help inform the post-event form you will need to submit later. For example:

feedback surveys (when will this be provided?), 80% of anticipated attendees, etc...

Click or tap here to enter text.

18. How can the GSA support you? The GSA Treasurer will follow up to connect you with the support(s) you may need. Example: space booking, event planning, marketing/promotion, volunteers for events

Click or tap here to enter text.

Memorandum of Understanding

I, Click or tap here to enter text., agree to uphold this agreement by:

- completing this application in its entirety;
- completing the Post-Event Form within two weeks of the event's date;
- (once the event in completed) stating all actual/realized expenses on the Post-Event Form, and attach copies of receipts for all expenses;
- notifying the GSA in writing if there are changes to your SIF application, such as date, time or location of event immediately.

Click or tap here to enter text. Signature of Applicant (Written or Typed)	Click or tap to enter a date. Date of Signature
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I also understand that:

- FIFSW GSA will review the application and may approve an amount that is less than the total amount requested;
- FIFSW GSA will store all submitted receipts for internal and UTGSU audit purposes in a secure and confidential drive;
- FIFSW GSA may require more information before approving your event.

Click or tap here to enter text. Signature of Applicant (Written or Typed)	Click or tap to enter a date. Date of Signature
Click or tap here to enter text. Signature of Treasurer to Confirm Receipt of Form	Click or tap to enter a date. Date of Signature

Have feedback about this form? Please feel free to leave a comment below. Thank you for your interest in applying for the SIF!

Click or tap here to enter text.