



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.

1. 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	

4. Secondary Contact Person (if the GSA needs to connect with the primary applicant, but are unable to, this is who the GSA will contact next)

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	

5. Other Collaborators' Information (other members of the team/group responsible for organizing and executing the proposed initiative)

Name	MSW Cohort (Year 1, Year 2, Adv. Standing) OR Other Program of Study/Occupation	Role/Responsibility As it Relates to The Initiative or Group

6. Tentative Date & Time of Initiative

Click or tap here to enter text.

7. Tentative Location of Initiative (room/location inside FIFSW or elsewhere)

Please note: room bookings within FIFSW must be cleared with the Student Life Officer, Raaz Einypourfazli (raaz.einypourfazli@utoronto.ca). If you require further assistance with this, please reach out to the GSA (fsw.gsa@utoronto.ca). **Without confirmation, events that require a room to be booked within FIFSW will not be permitted to be advertised.**

Click or tap here to enter text.

8. Title of Proposed Initiative

Click or tap here to enter text.

9. Description of the Initiative

Click or tap here to enter text.

10. Intended Audience *(e.g., open to all MSW studies, focused on a particular community at FIFSW...?)*

Click or tap here to enter text.

11. Describe how this event will promote inclusion and equity at FIFSW.

This is where you can talk about why this initiative is needed at FIFSW. You can identify gaps in knowledge, sense of belonging, or other aspects that are missing from existing services on campus, alongside how your initiative will meet these gaps.

Click or tap here to enter text.

12. Anticipated Number of Attendees

Click or tap here to enter text.

13. How will you reach your intended audience to promote the initiative?

For example, one option is to connect with the GSA to promote on their socials and newsletter. If you need support with this, or need ideas, connect with the GSA and we can offer support in giving your promotion materials a wider reach through other avenues at FIFSW as well.

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		
Phase 1: Research and Development		
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 Expenses (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*)

Click or tap here to enter text.

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 is 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.

<i>Click or tap here to enter text.</i> Signature of Applicant (Written or Typed)	<i>Click or tap to enter a date.</i> 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.

<i>Click or tap here to enter text.</i> Signature of Applicant (Written or Typed)	<i>Click or tap to enter a date.</i> Date of Signature
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<i>Click or tap here to enter text.</i> Signature of Treasurer to Confirm Receipt of Form	<i>Click or tap to enter a date.</i> Date of Signature
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Have feedback about this form? Please feel free to leave a comment below.
Thank you for your interest in applying for the SIF!

<i>Click or tap here to enter text.</i>
