



## **Club Funding Application Guide 2025-2026**

*Questions regarding this application can be directed to  
VP Finance - Michael Li at [finance@eaa.skule.ca](mailto:finance@eaa.skule.ca)*

### **1. Introduction**

The goal of the Engineering Athletics Association (EAA) is to provide undergraduate engineering students with opportunities to participate in various athletic activities. The EAA strives to make these opportunities more accessible and to promote physical well-being, team building, and the development of athletic skills. In funding student clubs, the EAA aims to help undergraduate students pursue their athletic interests.

This document provides information regarding the funding process, how to apply and how clubs are evaluated. All sports and athletics clubs are eligible to apply for funding.

### **2. Application Guidelines**

#### **2.1 Scope**

Club funding has one round of application and applications must be sent to the Vice President Finance at [finance@eaa.skule.ca](mailto:finance@eaa.skule.ca) by **Friday, January 23, 2026**. Applications should (1) explain the purpose of the club and how it will be fulfilled, (2) describe how the funding will support the club's activities, and (3) describe how the funding will be spent.

#### **2.2 Requirements**

All clubs shall electronically submit a complete application and, if required, send a representative to an interview with the President, VP Finance, and VP Admin if any other clarification is necessary. To be eligible for funding, the club must (1) be a sports or athletics club and (2) have a bank account (cheques will not be written to a personal account). Applications that do not fulfill the requirements will be rejected.

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Each application **must** include:

1. A one (1) page cover letter describing the club's purpose, what the club provides for its members, the funding amount sought, and how the funding will be used.
2. A completed application form using the provided template.
3. A complete and detailed budget that must describe all sources of revenue (*additionally include how much of the revenue has been secured up to the application date*) and all expenses, and shall have comments where necessary to allow complete understanding of the purpose of each line item. The budget must be in .xls or in a similar format (spreadsheet).
4. Actual financial records (*i.e. balance sheet*) from the previous year, also in a spreadsheet. This requirement will only be waived for new clubs.
5. Any additional documents the club believes would help the EAA make an informed decision. In the past, these documents have included sponsorship packages, quotes for large-budget items, and event calendars.

## 2.3 What We Do Not Fund

The EAA does not provide funding for the following:

- Requests for the purpose of making direct donations (*i.e. taking the money received and donating it in another form such as food or clothing*)
- Requests from organizations whose operations do not appear sustainable (*i.e. if the club's expenses consistently exceed its revenue*)
- Requests with an incomplete or otherwise unsatisfactory application
- Requests from organizations which are not sports related clubs
- Requests which contain numerous questionable expenses such as excessive food, luxury items, or items restricted by University policy

## 3. Evaluation Process

### 3.1 Engineering Athletics Association Board of Directors

All applications will be reviewed by the Finance Committee, which consists of:

- EAA Vice President Finance

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- EAA President
  - EAA Vice President Admin

The EAA Board of Directors will be evaluating each club based on the application and the interview (if necessary).

## 3.2 Evaluation Criteria

Clubs are evaluated on objective and subjective criteria such as the following:

- Active membership (*not necessarily the number of members on the mailing list*)
- Schedule of events, including descriptions, approximate dates, and costs
- Expected number of attendees at scheduled events
- Impact of club's activities
- Improvement of EAA, Faculty, and University reputation
- Value to members
- Awards received and competitions attended (*applicable only to clubs that compete*)

Historical data is also expected to be provided where available.

## 4. Funding Approval Process

With the Board of Directors approval, the amount allocated to the club can be retrieved through a cheque. The VP Finance will email you once your cheque is available for pick-up from the EAA mailbox in the Engineering Society Office located in the Sandford Fleming building, B740, 10 King's College Road, Toronto, ON Canada M5S3G4. Based on a mutual understanding between VP Finance and the club representative, an e-transfer to the presented (non-personal) email address is also possible.