Application Guideline: Initiative Proposal

Applicants must submit a written proposal about their initiative/event and how it coincides with CSIF functions and support. Within a maximum of 10 pages (5 pages recommended, we review many applications, conciseness is in your favour), in PDF format, you are required to provide an application in the following order:

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1. **A description of your initiative/event.**
    - A one sentence brief overview of the initiative
    - A description of how you are going to run it (operations and logistics)
    - A listing of your driving values and how they align with the CUS's values
    - The identification of your target audience (audience)
    - What are your short (1-3 months) and long-term visions (≥ 1 year)

2. **A detailed timeline of how you would see your initiative/event through completion.**
    - Include the major milestones that mark the development of your project and drive it to completion (this helps us assess how realistic you are regarding your ideas).

3. **An explanation of why we should support you.**
    - What is your value proposition?
    - What is your intended impact on the UBC Sauder student body?
    - What is your way of respecting or contributing to EDI and sustainability needs?

4. **An overview of the risks that you could face during development and how you would mitigate them.**
    - What are barriers you foresee, even with our support?
    - How are you going to surmount them, and how is our support helpful in that?

5. **(IN EXCEL) A detailed budget, outlining the projected revenue and expenses for your event/initiative. If you are proposing a new initiative, please outline expected cash flows for at least 6 months.**
    - Start with a picture of expected expenses and, if applicable, revenues. Details in this section will help us assess your projected financial health. Remember that the credibility of your assumptions and projections will have more importance for us than its form.
    - Include links to particular expenses (i.e. website, venue, equipment, etc.) where fitting, and highlight the calculations that help you derive the funding you are requesting from CSIF. To be selected for funding, you must effectively validate your funding request and convey the importance it has on your event/initiative's success.
    - Quantify any other funding from external organizations including but not limited to; the AMS Clubs Benefit Fund, AMS Sustainability Projects Fund, Sponsorships, etc.
    - Include any past performance budget if possible.

Submission Steps:

Upload 1. Your Initiative Proposal and 2. Your Excel detailed budget in the CSIF Application Form