



USO Project Fund

The USO Project Fund aims to provide financial assistance to Ukrainian Students' Organizations (USOs) for events and initiatives that help strengthen the Ukrainian Canadian student community. The USO Project Fund is coordinated nationally by the Ukrainian Canadian Students' Union (SUSK). Each USO is entitled up to **\$500** in funding to help support **one event** during the academic year. Application must be submitted a **minimum of 3 weeks prior to the event**. Application will be **reviewed by our selection committee** on a **rolling basis**. Funds will be distributed **if and when** the Selection Committee approves the application (latest 2 weeks after application submission).

USOs must apply for the grant and submit a brief event proposal and budget by **February 28, 2026**. Final reports must be submitted by **March 31, 2026**.

In order to access the funds, we ask that you follow the instructions below:

Step 1: Ensure that USO is an active SUSK member

- Membership fee for 2025-2026 has been paid to treasurer@susk.ca

Step 2: Pre-event submission:

SUSK asks that each USO submit a brief **proposal** describing their event and corresponding **budget** (*see page 4-5*). Proposals must be submitted no later than 3 weeks prior to the event. **SUSK will determine if and how much funding is granted.**

The project must adhere to the following criteria:

- The project must benefit the interests of the whole USO, with the support of the USO Executive (eg. It cannot be used on individual executives).
- Cannot be used to reimburse alcohol expenses.
- Cannot be used for travel/registration to SUSK Congress.
- Cannot be used to cover SUSK membership fees for the upcoming year.
- Adheres to current provincial, university, and student union safety standards.
- Adheres to current provincial and university health policies.

In addition, USOs must acknowledge SUSK's funding in some capacity; this could be on the Facebook event, on an event poster, etc. If a USO requires the SUSK logo, please contact projects@susk.ca.



Step 3: Post-event submission:

SUSK asks that following their local event, each USO submit the following:

- A **financial report** for your local event (*see page 6*).
- If all the distributed funding was not used, USOs are required to specify where leftover funding was reallocated.
- A copy of any releases you may have shared with your members and/or stakeholders regarding the event (ex. press release for media, article for local newspaper, photos posted to your USO website or social media pages).
- A **minimum of 2 photos** with captions from the event (photos from an iPhone are acceptable, as are screenshots for virtual events).
- *If you would like to reflect further you can share your accomplishments and struggles from the event

Note: Please refer to our website for useful toolkits to run your events.

Website link: <https://www.susk.ca/for-existing-usos/>

We encourage all clubs to fundraise for the Ukrainian military and humanitarian causes. If your club is raising money for Ukraine during the event, then funds can cover the cost of supplies/ food/clothing that may be sold at the fundraiser.

Please submit the above information to projects@susk.ca.

Daria Furtak
President

Stefaniia Demel
VP National



PROPOSAL FORM

1. Event Details

Please provide the name, date and time, venue/online platform, and target audience of your event.

Name: _____

Date/Time: _____

Venue/Platform: _____

Target Audience: _____

2. Event Description

Please provide a brief outline of the event, including: the purpose of the event, a description of the event program, and an explanation of how the event will strengthen the Ukrainian Canadian student community (maximum 300 words).

3. Safety Considerations

If your event is in person, please provide information on how you will be meeting university guidelines and student union guidelines. Please provide web links to the guidelines that pertain to your USO (provincial, university, student unions, etc.).

4. USO financial information:

*Please provide the **full formal name of the USO**, the **full name** of the USO's President and/or Treasurer/Finance Director that will receive the funds, and an **e-transfer email address**.*



BUDGET

(Submitted before the event)

Expenses	Estimated
Venue/Online Platform	
Catering/Food	
Marketing	
- Poster printing	
- Name tags	
- Tickets	
Miscellaneous	
- Balloons, streamers, etc.	
TOTAL EXPENSES	
Income	Estimated
Sponsorship	
- Sponsor 1	
- Sponsor 2	
- Sponsor 3	
Admission/registration fees	
TOTAL INCOME	
Net Income	Estimated
(Total Income – Total Expenses)	



FINANCIAL STATEMENT - ACTUAL COSTS

(Submitted after the event)

Expenses	Initial Allocation	Amount Used	Leftover (if applicable)	Reallocation (if application)
Venue/Online Platform				
Catering/Food				
Marketing				
- Poster printing				
- Name tags				
- Tickets				
Miscellaneous				
- Balloons, streamers, etc.				
TOTAL EXPENSES				
Income				
Sponsorship				
- Sponsor 1				
- Sponsor 2				
- Sponsor 3				
Admission/registration fees				
TOTAL INCOME				
Net Income				
(Total Income – Total Expenses)				