2026-2027 CSIF Application Overview & Timeline

commerce undergraduate society

CSIF Overview

The Commerce Student Initiative Fund (CSIF) committee manages a $50,000 budget and grants funding to clubs and student initiatives who have the goal of directly benefiting the student body. For all applications, we will analyze the value and structure that the initiative provides to Sauder students and vote on to give our support.

Application Process

On October 5th, first round applications will be open. Applicants must submit a written proposal (10 pages maximum, 5 pages recommended) in PDF format about their initiative/event and a detailed Excel budget in the CSIF form. The application must include and be in the following order:

1. **A description of your initiative/event.**
    I. A one sentence brief overview of the initiative
    II. A description of how you are going to run it (operations and logistics)
    III. A listing of your driving values and how they align with the CUS's values
    IV. The identification of your target audience (audience)
    V. 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.**
    I. 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.**
    I. What is your value proposition?
    II. What is your intended impact on the UBC Sauder student body?
    III. 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.**
    I. What are barriers you foresee, even with our support?
    II. 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.**
    I. 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.
    II. 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.
    III. Quantify any other funding from external organizations including but not limited to; the AMS Clubs Benefit Fund, AMS Sustainability Projects Fund, Sponsorships, etc.
    IV. Include any past performance budget if possible.
    V. ***For CUS affiliated clubs only*:** *Please also attach the original budget submitted to the CUS Clubs Review Committee upon affiliation.*

The Decision Process

Selected applicants will be invited to an interview with the committee where we can learn more about you and your proposal. After a decision has been communicated with the applicant, there will be an opportunity afterwards to appeal.

The Funding Process

Once an application has been approved by the committee, assigned members from the initiative can submit reimbursements for agreed upon line items. Members will be reimbursed from the AMS within 2-3 weeks after submitting their reimbursement to either the CSIF chair or Vice-chair.

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For reference:

#	Name	Description	Link
1	**Appeal Process**	Outlines the appeal process. Applicants are given an option to appeal after Committee decisions.	1. Appeal Process
2	**Presentation Guideline**	Outlines the general guideline to clarify what the committee expects during presentation from applicants.	2. Presentation Guideline

Application Timeline:

Proposed Timeline

First Semester Timeline

Oct 5th: Applications open (Marketing Post sent out)
Oct 19th: Applications Close (2 week application period)
Oct 20th - 25th: Individual and board review of applications (5 day review period)
Oct 26th - 30th: Presentations
Nov 1st: Committee Discussion and Decisions communicated

Questions

If you have any questions regarding the application process, please reach out to CSIF Chair Sidhart Bhardwaj (sidhant.bhardwaj@cus.ca) or CSIF Vice-Chair Isaac Lee (isaac.lee@cus.ca).