2017/18 - Project Grants Package

This document consists of all you need to know for the 2017/18 grants cycle. Please read everything over carefully. If you have any questions about the granting process please email Lizz Aston, Director of Operations at operations@ocadsu.org

What are the SU Project Grants?

The OCAD Student Union believes the ideas and dreams of students should not be limited to the size of their wallets. SU Project Grants provide an opportunity for student members (part-time, full-time, graduate, undergrad and student groups) to receive partial or full funding to realize projects, host events or do other creative initiatives that would otherwise be unattainable due to financial barriers.

Our goal is to create opportunities that directly benefit the OCAD U Student community as a whole. Projects where one student's personal gain is paramount will not qualify for funding.

Grant applications will be submitted to the OCAD SU Project Grants Committee and evaluated using our Funding Rubric. The highest scoring proposals will receive funding. Proposals are juried by the SU Grants Committee consisting of the SU Director of Operations, Director of Diversity and Equity, Director of Xpace and an External Artist/Designer. No funding will be issued after the granting period is over. If you miss the deadline and require funding after the granting period is over, please see our Micro Grant application form.

What kinds of projects do the Grants fund?

Projects that benefit students at-large may be awarded grant funding. Applicants must demonstrate how their project (individual or group) will benefit the student community in one of two categories: *Community Development* or *Community Impact Projects.*

Funding will not be granted to projects related to OCAD University's academic plan or curriculum, including thesis exhibitions and/or publications or personal travel costs. It is not the responsibility of the Student Union to fund selective academic work. This is a conversation you can have with your department about necessary funds and resources integral for your academic success. Funding will also not be allocated for items remaining in sole property of an individual, or cover the cost of special occasions permits or alcohol.

Community Development Projects

Projects designed to promote professional student practitioners and foster community development may qualify for funding from this category. Community Development Project funding is meant to alleviate some of the financial burden involved with producing a project/event.

Applicants that demonstrate a comprehensive model, or sustainable business plan, for continued operations after the OCAD SU granting period is over will receive a higher score on the granting rubric. We prioritize creating and maintaining an inclusive, positive and sustainable community; applications that demonstrate these priorities will receive higher scores.

Examples of high scoring projects:

- Hosting social events focused on skill sharing and networking, an Art & Design Mixer. Continued operations could mean looking for sponsorship from the first mixer to make it an annual networking event
- Hosting a conference on campus, such as the Feminist Art Conference or the Student Press' Function Series showcasing artist and designer talks.
- Curating an exhibit or festival of student or alumni work, such as the Augmented Cinema Film Festival.
- IntraAction 2017 – an evening of live performance & performative art pieces that will be staged at Xpace May 2017.

Community Impact Projects

In this case, Community Impact describes a project that has been put into practice for the benefit of the OCAD U Community. C.I. Projects are not designed to become businesses or events, instead they provide a continuing and sustainable benefit to the OCAD U campus and community at-large.

Examples of high scoring projects:

- The grOCAD hydroponic gardens found around campus in the MAAD fibre studio and Learning Zone.
- ZINE COLLECTIVE Mental Health tips and tricks Zine
- Black Creators Month 2017 – a conference and exhibition on Black Canadian art and design by the Black Students Association hosted February 2017.
- Black Entrepreneurship Initiative – an event that connects BIPOC students with entrepreneurs, professionals and small businesses to provide them with tools and resources to help develop their careers.
- OCAD Christian Fellowships' Waffle nights providing fresh waffles to studening during crit week.

How are successful projects determined and funded?

Each year a Grants Committee is struck and tasked with evaluating all proposals and awarding funds to successful applicants. A total pool of available grant funds will be allocated to the various successful projects based on a 60 point grading system outlined below.

Each committee member is responsible to fill out one rubric per proposal. Funding will be awarded according to the proposals that scored highest. All decisions of the committee are final and binding. No funding will be awarded after the granting period has closed.

- **Relevance to the Community** - Proposals should demonstrate a benefit to the overall student experience. Applicants should clearly state how their project will strengthen and serve the OCAD U community.
- **Research + Development** - Research and development showing enough people are involved with the appropriate skills and resources to complete the project. Individual or Student Group CVs should be included.
- **Longevity + Impact** - How will your project continue to affect participants, viewers, and its environment once the project is completed?

- **Practice + Process** - Material choices/equipment/energy etc. What materials does your project use; decomposable, recycled or upcycled? Does the intended method justify the proposed outcome?
- **Timeline** - A realistic timeline that clearly outlines the deliverables at each stage of the project; this includes research, outreach, project start time, production, completion as well as a final grant report submitted by the outlined deadline.
- **Budget** - Please provide a feasible budget that includes the total amount of funding requested, a detailed breakdown of the costs associated with the project and how the funds will be used. For expenses exceeding $500 a cost comparison of at least three different quotes or alternative options is expected to be submitted. For total projects exceeding $1000 it is necessary for students to demonstrate an awareness of other possible sources of funding available to them, outside of the OCAD SU Grants.
- **BONUS Additional Material** - Any supporting documentation or materials that help clearly explain the details of your proposal, including examples of similar projects that have been produced will be given additional consideration.

OCAD SU Grant Timeline

- **Wednesday October 25th 3:15-5:30, SU Office** Project Grant info Session and Grant Writing Workshop in collaboration with Xpace. Folks will be available till 6pm to help with writing
- **Fri November 17th, 2017 at 4pm** Deadline to [submit Grant Proposals Online](#).
- **The week of November 20th, 2017** Grants Committee meets to review and allocate funds for successful proposals.
- The Grants Committee will make all final decisions by **Thursday, November 30th, 2017.**
- All grant applicants will be contacted over the **first two weeks of December** to receive information about the final status of their grant application.
- **A Mandatory Grants Disbursement Meeting** will happen the week of **January 15th**. Contracts and funds will be made available for successful Grant applicants after the Mandatory Grants Disbursement Meeting.
- **Monday June 18, 2018 4pm** Final Date to to submit complete Grants Package. All applicants must submit all completed forms and receipts on or before this date. Applicants are encouraged to bring in all final documents as soon as their project is complete. All forms and receipts are due by this day, no exceptions, failure to do so will require all funds to be returned back to the SU.

How Can I apply for a Grant?

Our proposal process is paperless. Please fill out our Granting Proposal Application and submit online to operations@ocadsu.org no later than **Friday November 17th at 4:00pm.** Applicants must describe the proposed project in its entirety and may request full, or partial funding from the OCAD SU. Incomplete applications will not be considered for funding and will not be evaluated. If you have any questions regarding the granting process please email Lizz Aston, Director of Operations at operations@ocadsu.org.

Things to Consider When Applying for a Grant

If this is your first time applying for a SU Project Grant, or you require additional assistance, accommodations or clarification regarding the grants or granting process, please get in touch with Lizz Aston, Director of Operations at operations@ocadsu.org

For budgeted items exceeding $500 it is necessary for students to research and provide a cost comparison of at least three different quotes or alternative options. For total projects exceeding $1000 it is necessary for students to demonstrate an awareness of other possible sources of funding available to them, outside of the OCAD SU Project Grants.

The Student Union does not fund personal or academic projects, nor will funding be given for alcohol or Special Occasion Permits (S.O.P.)

Funds will not be awarded for personal profit or for materials used to make work that will remain in the sole property of the maker. The Student Union is incorporated as a non-profit corporation, and therefore no disbursements may be made that would appear to be the personal profit of an individual. Excess materials from all projects purchased with the grant money must be returned to the Student Union.

All grants must comply with the OCAD Student Union Mandate and Safe(r) Space Policy, AODA standards (Accessibility for Ontarians with Disabilities Act: www.aoda.ca and the OCAD U Equity and Human Rights Policies.

If successful, how do I get the money?

A contract between the Applicants and the Student Union will be written detailing the agreed upon terms of the grant. These terms include, but are not limited to:

- Your Proposal
- Expense Allocation, Budget
- Timeline or calendar of deliverables
- Any other specified terms or conditions decided upon by the Grants Committee.
- How and when funds will be released

This contract is binding, and any students or student group(s) will be fully accountable to the SU. If there is any breach of the grant contract any funds allocated must be returned to the SU, or will result legal action taken.

Example Application for Reference

Project Title
Makin' it in the Big City, Zine launch and talk

Project Description
Our team is working towards creating an annual zine that looks at tips, tricks and methods for how to become a successful artist in downtown Toronto. We are hoping to work with roughly 20 contributing artists from all fields of study across the OCAD U community. We would like the publication, *Makin' it in the Big City,* to also have an accompanied launch and panel discussion.

The event will be held during the month of February, and will take place at the Xpace Gallery and Cultural Centre, at 303 Lansdowne Ave, Toronto. We have made sure to pick a space that is accessible and will allow for all people of varying abilities to be present at the launch. All students will be welcome and invited to the event.

This is a unique, first-time project that is inclusive to the entire OCAD U community, as artist and creators. It will also provide professional opportunities for contributing artists, by adding to their CV and as well as the chance to have their work published in print. The Launch will included a panel discussion with a number of contributing artists, moderated by a facilitator. Food and beverages will be supplied at the launch event.

Our long-term goal for the publication *Makin' it in the Big City* is to develop the project into an annual zine created by the OCAD community. It's annual production will showcase new talent, and present a current and relevant look at the ever-changing arts community in our city.

For our grant proposal, we are asking the Student Union to fund to cost of publishing the Zine, as well as the launch and panel discussion. Our zine publishing run will consist of 400 copies printed on risograph with 100% recycled paper, and environmentally friendly inks. the zines will be given out for free at the event.

Research and Resources
People Involved, Artists, Contributors:

1. Mabel pines - organizer
2. Wendy Axe - facilitator
3. Sailor moon - contributor & panelist
4. Star Butterfly - contributor & panelist
5. Jackie - contributor panelist
6. Sakura - contributor panelist
7. Sailor mercury - contributor
8. Luna the cat - contributor
9. Sam Roe - contributor
10. Megan Deerlove - contributor
11. Smelly McLeod- contributor
12. Rj Paterson - contributor
13. Pacifica Northwest
14. Kiki the witch - contributor
15. Amy Poehler - contributor
16. Grimes - contributor
17. Chela - contributor
18. Street Angel - contributor
19. Soko - contributor
20. Ellen Page - contributor

Timeline
- January 20, 2015 - Submissions for zine opened to all in the OCAD community
- February 10, 2015 - Submission Closed

- February 15, 2015 - Design of the Zine Started
- March 10, 2015 - Zine Design Finished, Meet with Director of Xpace to organize Launch and Panel talk, Locate Cotton Candy machine for event
- March 16, 2016 - Zine Sent to the printers
- March 31, 2016 - Zine finished printing
- April 26, 2016 - Zine Launch at Xpace Gallery, Purchase food for event
- April 30, 2016 - Collect and organize all receipts for event, Write final report for grant, Submit receipts and report to SU Grants Committee no later than two weeks after the event ends.

Budget

Item	Total Amounts	Request for SU
Revenue		
Grant, Sarah Diamond's Office	$205.00	x
Grant, Student Union	$800.00	$800.00
Total Revenue	$1005.00	$1100.00
Expenses		
Zine Printing, 400 copies	$300.00	$300.00
Event Posters + Promotion	$100.00	$100.00
Food for Opening	$150.00	$150.00
SOP for drinks during the opening	$75.00	x
Cotton Candy Machine Rental	$100.00	$100.00
2 Bartenders, $13 for 5 hours each	$130.00	x
Facilitator for night Talk	$150.00	$150.00
Total Expenses	$1005.00	$800.00