Funding Guidebook

2026-2027

This Funding Guide is for:

1. Club Fund
2. Ambassador Fund
3. Campus Life Fund
4. Community Engagement Fund
5. Equity Fund
6. Space Improvement Fund

For SSMU Funds **not** listed above, find instructions in its descriptions at: ssmu.ca/resources/funding/

How to read this document:

1. Read **Section 1, 2, 3,** and **4** for the rules that apply to **ALL** Funds.
2. Read **Section 5. Fund Descriptions** for a Fund's purpose and its additional regulations.
3. Go to ***LINK (Will be updated NOV.24)*** to complete and submit the Funding Application Form.
4. Read **Section 6. Post-Initiative Report** and submit for Pre-Approved and Proactive Funding.

Contact

For any questions or concerns regarding the information in **this guidebook** or the overall funding process, please do not hesitate to contact the **SSMU VP Finance: finance@ssmu.ca**

Updated as of 2026-11-23

AÉUM SSMU

Association étudiante de l'Université McGill
Students' Society of McGill University

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Definitions

The following terms used in the SSMU Funding Guidebook are defined as:

1. **Initiative:** An event, project, or activity.
2. **SSMU Member:** A downtown campus McGill student enrolled in an undergraduate program, or a McGill student enrolled in the Faculties of Law, Dentistry, Medicine, the School of Social Work, or the School of Religious Studies.
3. **Fiscal Year:** The SSMU's fiscal year from June 1st to May 31st.

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1. Eligible Applicants

Any McGill undergraduate student or student group is eligible to apply to a SSMU Fund **except** for the following:

a. A SSMU Service that already levies a Fee.
b. A SSMU Affiliated Independent Student Group that already levies a Fee.
c. An applicant with an outstanding balance to the SSMU.
d. A sanctioned SSMU Club.
e. Group applicants that don't demonstrate efforts to fundraise and obtain sponsorships.

2. Eligible Funding

SSMU funding is approved on an **item-by-item basis**, meaning each expense needs to be justified. The following initiatives and/or expenses are **not** eligible for funding, without exception:

a. Expenses before June 1st, 2026
b. Expenses and/or initiatives planned for after April 14th, 2027
c. Initiatives contradictory to the Positions Book of the SSMU
d. Profitable initiatives
e. Alcohol
f. Alcohol focused initiatives
g. Startup costs
h. Salaries/Stipends (Note: This does not include speaker fees, facilitators fees, etc.)
i. External Donations
j. Expenses beyond an initiative's deficit
k. Personalized apparel or personalized equipment
    i. Funding for non-personalized apparel and equipment may only be approved if it is to become the property of the group and the Funding Committee is satisfied that it will remain group property across multiple years

The Funding Committee **may reject** Funding for individual expenses at its discretion, including, but not limited to, expenses that are unreasonable in terms of cost, are unnecessary, or not viable.

Funding not used for its **purpose** must be **returned**, at the discretion of the Vice-President (Finance).

Note: All applicants may only receive a maximum of $5,000 per Fund, per Fiscal Year, with a cumulative maximum of $15,000 across all Funds, per Fiscal Year.

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3. Types of Funding

A. Retroactive Funding

a. For funding applications **after** an initiative has been completed.
b. Requires proof for **each** expense that was made (E.G. receipts, invoices, bank transactions, credit card statements, etc...)
c. Immediate reimbursement of expenses once approved by the Funding Committee.

B. Pre-Approved Funding

a. For funding applications **before** an initiative has been completed.
b. A **guarantee** that approved expenses will be reimbursed **after** the **Post-Initiative Report** is submitted with the appropriate proof of expenses.
c. Requires documentation for **each** planned expense (E.G. quotes, order summary, online checkout cart etc...), or for each expense that already occurred.
d. All group applicants who receive a Pre-Approved Funding **must** include the SSMU's **logo** and recognize the **SSMU as a sponsor** in a format described by the Funding Committee. Failure to do so will result in the **revocation** of the funding, and the applicant no longer being eligible for any SSMU Funds.

C. Proactive Funding

a. For funding applications **before** an initiative has been completed.
b. For applicants who **need** money ahead of making expenses.
    i. Applicants who are determined to not need money ahead of time will receive Pre-Approved Funding instead.
c. Requires documentation for **each** planned expense (E.G. quotes, order summary, online checkout cart etc...), and for each expense that already occurred.
d. **At most 50%** of approved expenses will be transferred immediately once approved by the Funding Committee. The **remaining** approved expenses will be reimbursed **after** the **Post-Initiative Report** is submitted.
e. All group applicants who receive funding must include the SSMU's logo and recognize the SSMU as a sponsor in a format described by the Funding Committee. Failure to do so will result in the **revocation** of the remaining funding, and the applicant no longer being eligible for any SSMU Funds.

Note: Possible SSMU sponsorship format(s) include, but is not limited to the following:
    i. a social media appreciation post;
    ii. inclusion as a sponsor on initiative's promotional material;
    iii. inclusion as a sponsor on apparel;

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4. What to Prepare for the Funding Application Form

For **ALL** types of funding for **ALL** funds, the following items need to be prepared beforehand:

a. The initiative-specific budget (Initiative Budget **Template**)
   i. This budget needs to detail **each** expense with corresponding documentation.
b. The annual budget (if a student group) (Annual Budget **Template**)
   i. This budget needs to be a **summary** of planned revenue/deficit.
c. Proof of Enrollment
   i. Applicants must prove being a SSMU Member.
d. Void Cheque for deposit
   i. All group applicants must provide their group's bank account information
e. For Retroactive Applications, proof that the initiative happened.
f. Everything in the "*Additional Required Documentation*" section of the relevant Fund

5. Fund Descriptions

Club Fund

1. Purpose
   a. To provide funding for SSMU Club activities throughout the semester (as opposed to a per-initiative basis).
   b. To support meeting expenses, general operational costs, and events and initiatives.
   c. Activities should correspond to the Club's mandate, as specified in its constitution.

2. Additional Regulations
   a. Must be a Full-Status SSMU Club.
   b. Must have passed the previous semester's Club Audit.
   c. Must be in good standing with SSMU rules and regulations (i.e. not sanctioned).

3. Additional Required Documentation
   a. How the Club's activities align with the Club's mandate.
   b. Why the Club's activities will benefit students.
   c. The number of McGill students expected to participate and benefit from the initiative.

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Ambassador Fund

1. Purpose
    a. To represent the SSMU, or McGill as a competitor or presenter in competitions and conferences of an academic, athletic, or social nature.

2. Additional Regulations
    a. At most $500 may be funded per person.
    b. At most seventy-five percent (75%) of each approved expense may be funded.

3. Additional Required Documentation
    a. Number of McGill students participating.
    b. Email and Student ID of each student.

Campus Life Fund

1. Purpose
    a. To contribute to the betterment of campus life for the McGill undergraduate student population.
    b. To foster leadership, encourage civic engagement, or make observable differences in the representation or experiences of individuals who are members of disadvantaged groups

2. Additional Regulations
    a. Initiative must take place on or near campus.
    b. Initiative must benefit McGill undergraduate students first and foremost.
    c. The Campus Life Fund cannot fund food and beverage purchases, unless it is central to the functioning or purpose of the event (e.g. a cooking workshop)
    d. Must not be an Initiative focused on alcohol consumption.

3. Additional Required Documentation
    a. Description and purpose of Initiative.
    b. The number of McGill students expected to participate and benefit from the initiative.
    c. For events, include the location and details of activities within the event.
    d. The number of McGill students expected to participate and benefit from the initiative.

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Community Engagement Fund

1. Purpose
    a. To empower club members to engage in charitable initiatives.
    b. To build connections between McGill students and the surrounding community.

2. Additional Regulations
    a. The sole purpose of the event cannot be fundraising.
    b. Not for ongoing operations.
    c. Must be in good standing with SSMU rules and regulations (i.e. not sanctioned).

3. Additional Required Documentation
    a. How the event addresses social goals or needs.
    b. The number of McGill students and other community members that are expected to participate.

Equity Fund

1. Purpose
    a. To fund events, projects, or activities that aim to end discrimination and promote accessibility and inclusivity.
    b. To foster leadership, encourage civic engagement, or make observable differences in the representation or experiences of individuals who are members of disadvantaged groups.

2. Additional Regulations
    a. Initiatives including the word "equity" but not specifically meeting the fund mandate will not receive funding
    b. Requires approval from the Equity Commissioner.

3. Additional Required Documentation
    a. Description and purpose of Initiative.
    b. The number of McGill students expected to participate and benefit from the initiative.
    c. Initiatives including the word "equity" but not specifically meeting the fund mandate will not receive funding
    d. The number of McGill students expected to participate and benefit from the initiative.

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Space Improvement Fund

1. Purpose
    a. To support physical improvements to student spaces and resources on campus.

2. Additional Regulations
    a. Improvements cannot be for the benefit an exclusive group of students (e.g. a new couch in the faculty executive lounge)

3. Additional Required Documentation
    a. Description of the proposed improvements.
    b. Desired effect of improvements (e.g., accessibility increases, mental health increases, academic increases)
    c. The number of McGill students expected to benefit from the improvements.

6. Post-Initiative Report

a) Must be submitted by applicants who have received **Proactive** and **Pre-approved Funding**.
b) Must be submitted within **four weeks** of the date the initiative is **complete**, or by April 30, 2027, whichever is sooner.
c) Must provide **updated** an initiative **budge**t with receipts/invoices for the **exact items** that were approved for funding.
d) If a Post-Funding Report is **not submitted**, future applications by the same group will be automatically **rejected** until the report is submitted
e) Proof that the initiative happened.
f) Proof of fulfilling **SSMU sponsor** obligations as communicated by the Funding Committee