

# How to Apply for Thompson Rivers University Students' Union ("TRUSU") Funding

Applying for funding from TRUSU involves several steps. Follow this guide to navigate the process. These steps and tips can increase your chances of securing TRUSU funding for your project or event.

For additional information, please review the TRUSU Grant Funding website [here](#). If you have questions, contact TRUSU Grants at [grants@trusu.ca](mailto:grants@trusu.ca) or 250-828-5289 for assistance.

## Step 1: Select the Appropriate Application

Start by choosing the correct grant application type for your activity. There are three grant application types: 1) Conference Attendance Grant, 2) Event Grant, and 3) Educational Activity Grant. See a complete summary of the grant application types at the TRUSU Grant Applications website [here](#).

Below is a brief overview of the grant application types and eligibility requirements.

### **Conference Attendance Grant**

- **Who this grant supports:** Students attending educational conferences (including Moots). Note that if a group of students are attending, all names must be included on the application.
- **Key eligibility:** The educational conference must not be required for your course or program, and you must be enrolled in at least one Kamloops campus course in the current semester.
- **Funding limit:** \$1,000/person, \$5,000/group.
- **Eligible expenses:** Registration fees (excluding organizational memberships), accommodation (excluding food and beverages), and travel costs.
- **Common issues that hold up a Conference Attendance Grant application:** Applying for ineligible expenses like food, attending a required conference, or changing the names of participants.

### **Event Grant**

- **Who this grant supports:** Campus groups hosting events to build community and campus life.
- **Key eligibility:** The group must be a registered TRUSU Club, and the event should not be a fundraiser.

- **Funding limit:** \$2,000/event.
- **Eligible expenses:** Food and beverage expenses, entertainment or talent expenses, sound and production expenses, venue expenses, material and supply expenses, and contracted travel expenses.
- **Common issues that hold up an Event Grant application:** Submitting ineligible activities, such as fundraising events, or forgetting to register your club with TRUSU.

### **Educational Activity Grant**

- **Who this grant supports:** Academic events that enhance student learning outside the classroom, including on-campus lectures, on-campus conferences, and on-campus workshops.
- **Key eligibility:** The activity should support TRUSU's strategic priorities and be endorsed by a TRU faculty or staff member. The strategic priorities include:
  1. Advance the interests of students.
  2. Empower students to participate as engaged citizens.
  3. Support students in meeting their personal needs.
  4. Support students in meeting their professional and/or educational aspirations.
  5. Foster campus life.
- **Funding limit:** \$5,000/event.
- **Eligible expenses:** Food and beverage expenses, entertainment or talent expenses, sound and production expenses, venue expenses, and material and supply expenses.
- **Common issues that hold up an Educational Activity Grant application:** Failing to demonstrate the event's alignment with TRUSU's strategic priorities.

### **Tips:**

- Choosing the wrong application type can delay your process.
- If you are unsure which grant to choose, consult the full summary of the grant application types at the TRUSU Grant Applications website [here](#).

### **Step 2: Complete the Application Form**

After selecting the appropriate grant application type for your activity, fill out the corresponding application form on the TRUSU Grant Applications website [here](#).

### **Tips:**

- Fill out the application form thoroughly by answering all questions in detail.
- Missing information or vague responses can cause delays.

- Take time to double-check that all fields are filled out correctly.

### **Step 3: Submit the Application**

Submit your completed application before the deadline. The application deadline is associated with a Services Committee Meeting before your activity. To be eligible for funding, applications must be reviewed by the Services Committee before your activity begins. Find the list of deadlines on the TRUSU Application Deadlines website [here](#).

#### **Tips:**

- Submit as early as possible to avoid missing the deadline.
- Funding is not available retroactively. Late submissions will not be considered, so be aware of deadlines. The Faculty of Law will not cover expenses if you were too late to submit your application to TRUSU.

### **Step 4: Application Review**

After submission, your application will be reviewed for completeness and eligibility. If your application is found to be incomplete or unsatisfactory:

- It will be returned to you to provide additional information.
- It will be moved to the following review deadline after resubmission.

**Tip:** Respond promptly to feedback to avoid missing the intended review timeline.

### **Step 5: Services Committee Decision**

Eligible applications go to the TRUSU Services Committee for a decision. The primary applicant must attend the committee meeting to present the application and answer questions. If the primary applicant does not attend, your application will be postponed until the next committee meeting.

#### **Tips:**

- Attend the committee meeting or send a representative if the primary applicant's absence is unavoidable.
- Be aware of the committee meeting dates and times, which will be provided by email.
- Funding is not guaranteed. Be polite and appreciative of the committee members' time. Do not ask to be bumped to the beginning of the meeting so you can leave early.

## **Step 6: Reimbursement**

If approved, TRUSU provides grant funding on a reimbursement basis for pre-approved expenses. To receive reimbursement:

- Save all original receipts and invoices for approved expenses.
- Submit these receipts with a completed reimbursement form.
- Only one cheque is issued per application, so ensure all documentation is included.

### **Reimbursement Procedures**

1. **Download the correct reimbursement form** associated with your approved grant type from the TRUSU Reimbursement website [here](#).
2. **Fill out the form completely.**
3. **Attach receipts or invoices.** Paper or PDF receipts and invoices are preferred.
4. **Submit the form.** Paper forms can be dropped off at the Members' Services Desk, or digital forms can be emailed to [grants@trusu.ca](mailto:grants@trusu.ca).
5. **Check for email confirmation.** You will receive an email when your cheque is ready for pick-up.

### **Documentation Requirements**

- Receipts must be itemized, showing all purchased items.
- Scanned PDFs or printed email confirmations are acceptable, but screenshots are not.
- Photos of receipts and invoices are allowed only if absolutely necessary. Photos should be clear and include the entire receipt. Images of crumpled or cut-off receipts will not be accepted.

**Common issues holding up reimbursements:** Failing to submit itemized receipts or using unclear photos can delay your reimbursement.

## **Step 7: Submit a Post-Activity Report**

If awarded a TRUSU Grant, you must submit a Post-Activity Grant Report within seven days of the activity's completion. Fill out the appropriate Grant Report Form on the TRUSU's Post-Activity Report website [here](#) based on the type of TRUSU Grant you were awarded. Note: not required, but sending a thank you note to TRUSU with highlights of your event helps build our relationship with TRUSU, encouraging funding for future TRU Law students.

**Tip:** Failure to submit a Post-Activity Report promptly may impact your ability to receive future funding.

### **General Tips for a Smooth Application**

- **Start early:** This will give you time to address any issues with the application before the deadline.
- **Double-check your application for completeness and detail:** Incomplete forms are a common reason for delays.
- **Understand eligibility requirements:** Pay attention to what expenses can be covered and who can apply.
- **Plan to attend the Services Committee meeting:** It is critical to answer any questions about your application.
- **Keep all receipts for approved expenses:** You will need them for reimbursement.
- **Complete the post-activity report:** Fill out and submit the grant report form within seven days from the end of the activity.