



The University of Lethbridge Students' Union  
**Quality Initiatives Program (QIP) Grant Application**

APPLICATION FORM

<b>Name of Group/Organization</b>		
<b>Contact Information</b>	<b>Phone #:</b>	<b>E-mail address:</b>
<b>Applying for</b>	<input type="checkbox"/> Travel	<input type="checkbox"/> Event <input type="checkbox"/> Capital Project
<b>Previous QIP Requests</b>	<input type="checkbox"/> First Time	<input type="checkbox"/> Previously Funded <b>Historical Funding \$</b> _____
<b>Applicant Information</b>	<b>Name:</b>	<b>Position Title:</b>
<b>Amount of total budget</b>	<b>Total budget \$</b> _____ <b>External Funded amount \$</b> _____	
<b>Amount requesting from QIP</b>	\$ _____	
<b>Number of Students Event will benefit</b>		
<b>Date of application</b>		
<b>Date of Event (if applicable)</b>		
<b>Name of Event (if applicable)</b>		
<b>Place of Event (if applicable)</b>		
<b>NOTE:</b> If applying as a group, please attach a list all individuals (please print their names) requesting assistance to attend. Funding will only be available for events that take place within the current year.		

**TERMS OF AGREEMENT**

I \_\_\_\_\_, do hereby agree that as a condition of accepting any monies through the University of Lethbridge QIP funding,

I have read and understood the terms and conditions that come with the funding; I further commit to:

- provide the Students' Union with legitimate receipts and/or documents to verify expenses;
- provide a written brief of at least 200 words describing the nature of the event, if requested by a Students' Union Executive or staff member;
- honour the spirit of this grant as public monies entrusted to aid and assist me in achieving the stated goals in the letter of intent submitted with this grant application;
- reimburse the Students' Union of any unused monies from the grant, or which may have been used for purposes not described in the initial grant application or letter of intent.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*



## THE PROPOSAL PROCESS

### Develop the Proposal

There are some key points to consider when developing a QIP proposal:

- Why do you think this project is worthwhile?
- What do you hope to accomplish with the project?
- Who will this project benefit?
- Have you consulted stakeholder groups?
- Will it produce a tangible result?
- Do you have the resources (time, manpower, enthusiasm) to complete it?

Remember, QIP has to be approved by not only the General Assembly, but also University Administration. The above questions that if you are not asked by one party, will most certainly be asked by the other, and if you cannot answer them, it will surely hinder the approval of your proposal. If you are able to answer and defend these questions, begin your proposal.

### The Proposal Package

A standard QIP proposal should include:

- An executive summary of your proposal. This should be approximately 2 pages, and outline the project objectives and outcomes, while answering the above questions. This is your main “selling” section, so make sure it is fully utilized.
- If it is a capital project, then a breakdown of the executive planning committee or team would be beneficial. If it is a travel or conference proposal, then a list of attendees should be included. Again, this is all information that can be used to help sell and authenticate the proposal.
- A detailed breakdown of the estimated budget. Include any possible reference materials in the appendix, such as quotes on capital items, receipts, screenshots from websites with flight costs or booking information, etc. Again, the more detailed information provided the more professional the proposal will look, the less “basic” or “clarification” questions will be asked, and the more likely your proposal will be approved.
- Any supplementary information. This is including, but not limited to: petitions, surveys, letters or approval or recommendation, correspondence, or anything else that may seem relevant.

### The Process of Approval

Once you have completed your QIP proposal, your first step is to come talk to the ULSU VP Operations & Finance. They can review your proposal, inform you of any budgetary restrictions that may hinder your success, or any other relevant information.



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Once the ULSU has deemed that your QIP proposal is appropriate, it will be added to the agenda for a General Assembly meeting. The General Assembly only meets once a month, so it is important to take this into consideration when developing a timeframe for your proposal. Once your proposal is on the GA agenda, you will be invited to attend the meeting and make a presentation and answer questions about your proposal. The proposal will then be voted on by the GA.

If your proposal is approved, then the Vice President Operations & Finance will send the proposal to the University administration representative for approving QIP proposals. Approval from the University can take some time to respond, up to one month, depending on the time of the year. Also, during this time frame, you may be asked questions by the University administration, or the ULSU on their behalf. However, upon a successful approval by University administration, the ULSU will contact you, and then discuss how to deposit the funding, as well as financial reporting requirements.