



# **McMaster Engineering Society**

## **Department Clubs Funding Guide**

### **Introduction**

The goal of the McMaster Engineering Society (MES) is to provide useful services and representation for undergraduate engineering students. The MES recognizes that its members have very diverse interests and the best way to full fill those interests is to fund student Department Clubs that provide opportunities for students to pursue those diverse interests.

### **Apply for Funding (SAGM I)**

- Submit the following documents :
  - 1) Closing Financial budget for the previous year
  - 2) Bank Statement to support the closing budget
  - 3) Budget proposal for the upcoming year
  - 4) List of events planned for the upcoming year
- Unless determined by Vice President Finance, all the above documents must be submitted 10 days before SAGM I to receive funding.

### **Apply for Funding (SAGM II)**

- Submit the following documents :
  - 1) An update of the original proposed budget
  - 2) Submit 'Event Summary Sheet' for each event organized during the year
  - 3) A report of future recommendation and the overall functioning of the club
- Unless determined by Vice President Finance, all the above documents must be submitted 10 days before SAGM II to receive funding.

### **Finance & Logistics**

- 1) All payments will be provided to the relevant Department Club bank account.
- 2) To claim your funding, please submit SAGM Department Club Funding Proof (MES Policy Manual – Appendix U ) before December 30<sup>th</sup> for SAGM I funding and before March 30<sup>th</sup> for SAGM II funding.
- 3) The template for Closing Financial Budget, Budget proposal & Event Summary can be found on the MES website.

**[For any questions regarding the funding process, please email avp.clubs@macengsociety.ca](mailto:avp.clubs@macengsociety.ca)**