



Master of Museum Studies Student Association (MUSSA)

Faculty of Information, University of Toronto

mussa.ischool@gmail.com | mussa.ca | @mussauoft

MUSSA Student Initiative Funding Application Form

MUSSA is pleased to provide funding to support student-led initiatives or activities that are aligned with [MUSSA's mission](#) and foster community or academic discourse within the Faculty of Information.

Please submit the completed application form and any necessary additional documents to mussa.ischool@gmail.com to apply for funding.

**Where possible, forms must be submitted at least one month before the event takes place.*

Applicant Details			
Date of application			
Name of student(s) applying for funding			
UofT email address(es) of the student(s) applying for funding			
Student organization applying for the funding (if applicable)			
Initiative/Activity/Event Details			
Name/Title		Date(s)	
Description/Summary, including major deliverables and goals			
Explanation of how the funding being requested will benefit the larger student community at the iSchool			
Total amount requested in funding for the initiative/activity/event	\$		



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In addition to the above information, please provide the following with your application:

- A detailed budget, which includes:
 - Itemized + total projected expenses for the initiative/activity/event
 - Itemized + total amount requested in funding for the initiative/activity/event, and each funding source
- Any additional supporting documentation as relevant, for example links to webpages or promotional material

Additional Support from MUSSA:

In addition to the funds provided, MUSSA is willing to help promote your initiative/activity/event to our followers on our social media pages and in our MUSEletter.

Check this box to let us know that you are interested in this promotional opportunity, and details can be discussed.

Approval Process & Conditions:

1. *MUSSA's Treasurer and President are required to dutifully review and consider all requests for funding.*
2. *Requests and any relevant financial context from MUSSA will be presented to MUSSA's Council by the Treasurer to be voted on.*
3. *Approval of funding is contingent upon:*
 - a. *the contributions of the proposed student initiative to students in the Faculty;*
 - b. *other requests being considered for funding;*
 - c. *the total amount of funding available or remaining in the Student Initiatives line item of MUSSA's budget; and*
 - d. *a majority vote (51%) by MUSSA's Council.*
4. *The total amount of funding available is subject to change from year to year, and will be approved with the overall budget at the Annual General Meeting in September.*
5. *Funding is not guaranteed until the initiative has been approved and the payment has been made by MUSSA/received by the applicant(s). MUSSA can revoke funding decisions at their discretion until the payment has been made.*
6. *Should applicants be part of MUSSA's Council, they shall abstain from voting.*
7. *Priority will be given to initiatives of MMSt and CDP graduate students.*



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APPROVAL

Once your request has been approved or declined, MUSSA will return this form with the section below completed. If approved, MUSSA's Treasurer will follow up with details on completing the payment of the funding.

___ Approved _____ Amount of Funding Approved

___ Declined

Rationale:

	Signature	Date
President		
Treasurer		

FUNDING RECEIVED

The applicant/recipient of the funding must sign and return a completed copy of this form once the funding has been officially received.

_____ Amount of Funding Received

	Signature	Date
Funding Recipient		