

## ■ Student Group Granting Program: The Event Grant

The purpose of the Event Grant is to provide funding to events either hosted or attended by members student groups, which provide positive, practical experiences which will enhance the student involvement experience, and contribute to student group goals. The Student Group Granting Program will prioritize those grant applications which best meet the standards and expectations of the rubric below.

### Rubric Categories

- **Group Growth and Participant Learning:**
  - When describing the purpose of the event, whether the group is planning/hosting the event or attending a conference or competition, the grant application must **identify specific skills or experiences** that the participating students will gain, and how they will relate to the **ongoing visibility and success** of the student group
- **Details of Application**
  - Event details and **relevant** and **specific**. The application does not leave out major details (such as an event's purpose, date, or venue) and the specific items or services that will be covered by the grant funds, if the application is successful, are identified in the application.
- **Fiscal Responsibility**
  - **Documentation** is provided on the fiscal management of the group, and they demonstrate that the group has **plans beyond the current year**. The application also demonstrates the considerations the executive has taken to ensure the **financial health** of the student group, and provides details on how this event contributes to the overall financial stability of the student group.
- **Innovation**
  - Many student group events recur or repeat over the course of the student group's life and annual cycle. The Granting Program will favour innovation in Event applications, whether it's making substantially **impactful changes** to an annual program, or starting up an activity that the student group has not ventured before which creatively forwards their organization vision or goals. Descriptions of **assessment plans** to measure the success of the event are paramount.
- **Relevance to Student Group**
  - The event is intentionally planned and actively contributes to the student group's **stated mission**, as identified in the group's constitution\*.  
\*Constitution must be reviewed by Student Group Services as per Student Group Recognition policies and procedure.

Weight	Criteria	4 - Excellent	3- Good	2 - Fair	1 - Poor
35%	<b>Group Growth &amp; Participant Learning</b>	<p><b>Participant Learning:</b> See 3. Three or more robust learning outcomes are described.</p> <p><b>Group Growth:</b> See 3. The application also provides specifics on how the event contributes to the growth and visibility of the student group in both short and long terms.</p>	<p><b>Participant Learning:</b> Specific skills or understanding that participants will gain are identified; activities at the event will directly contribute to specific learning outcomes. Purpose of event has particular, positive impact(s) on the student group (internally), and the University of Alberta Community (externally).</p> <p><b>Group Growth:</b> The application describes how the event outcomes contribute to the growth of the student group.</p>	<p><b>Participant Learning:</b> Specific skills or understanding that participants will gain are identified; activities at the event will directly contribute to specific learning outcomes. Purpose of event has unspecified impact(s) on the student group (internally), and/or the University of Alberta Community (externally).</p> <p><b>Group Growth:</b> The application implies or is unspecific in the description of how the event outcomes contribute to the growth of the student group.</p>	<p><b>Participant Learning:</b> The purpose of the event is undefined, and no learning outcomes have been specified.</p> <p><b>Group Growth:</b> It is unclear in the application how this event will positively represent the student group to encourage growth.</p>
20%	<b>Details of Application</b>	<p><b>Clarity:</b> See criteria for score 3.</p> <p><b>Specificity:</b> Items and services to be covered by the grant funding are specified; their relevance to the goals of the event have been described clearly.</p>	<p><b>Clarity:</b> Application details are clear, informative, and include all major details (eg. dates, locations, sources of funding), and additional context provided.</p> <p><b>Specificity:</b> Items and services to be covered by the grant funding are specified.</p>	<p><b>Clarity:</b> The application is readable, though disjointed. Some questions may have been answered in sentence fragments, and is difficult to understand.</p> <p><b>Specificity:</b> Items and services to be covered by the grant are described generally.</p>	<p><b>Clarity:</b> Application details are lacking, vague and general. Little planning has been done, and no steps have been taken. Information is missing or incomplete.</p> <p><b>Specificity:</b> No specific items or services are mentioned.</p>
20%	<b>Fiscal Responsibility</b>	<p><b>Budgets:</b> See criteria for score 3. All budgets are highly detailed, and demonstrate evidence that group has taken all measures to reduce costs.</p> <p><b>Financial Planning:</b> See criteria for score 3. Based on the books, the event contributes to the financial sustainability of the group.</p>	<p><b>Budgets:</b> Required budgets are included on the application, and include details that are clear and agree with the purposes of the student group and the event.</p> <p><b>Financial Planning:</b> The budget suggests that the group is financially sound; that is, the event costs are reasonable, and/or justified, with evidence that it will ensure the future financial health of the group.</p>	<p><b>Budgets:</b> Required budgets are included on the application. Budgets are unclear in places and/or describe some "miscellaneous" costs that are undefined.</p> <p><b>Financial Planning:</b> The budget suggests that the event will not run a deficit, but may be leaving the group somewhat financially unstable for the future.</p>	<p><b>Budgets:</b> Requested budgets are not present, or if they are present, leave out significant details.</p> <p><b>Financial Planning:</b> The budget suggests that the event will run a large deficit, or will otherwise leave the group in poor financial health.</p>

<p><b>15%</b></p>	<p><b>Innovation</b> *for the same event, in the preceding five year period</p>	<p><b>Impactful Changes:</b> The group has received funding fewer than three times*, and the application articulates future changes to the program that will have a significant impact on the quality and impact of the event. <b>Assessment Plans:</b> Assessment method(s) are described in detail, including why the specific method(s) were chosen and how the data collected will be used to plan for future events.</p>	<p><b>Impactful Changes:</b> The group has received funding fewer than three times*, or the application demonstrates that changes to the program will have a significant impact on the quality and impact of the event. <b>Assessment Plans:</b> Assessment method(s) are explained in the application, with justification for the selected method(s).</p>	<p><b>Impactful Changes:</b> The group has received funding three or more times*; some changes may have been made, but it is unclear how the changes will significantly impact the quality of the event. <b>Assessment Plans:</b> Some planning for assessing the impact and success of the event are indicated in the application, but justification for the selected method(s) are unclear.</p>	<p><b>Impactful Changes:</b> The group has received funding three or more times*; no significant, impactful changes have been made to the event to justify continued funding through this program. <b>Assessment Plans:</b> Little or no planning for assessing the impact and success of the event are indicated in the application.</p>
<p><b>10%</b></p>	<p><b>Relevance to the Student Group</b></p>	<p>See description for 3 scale. The application also demonstrates the applicant's understanding of the long-term context and impact of the event on the group's goals.</p>	<p>Application clearly defines the relationship between outcomes of the event and the goals of the student group, as identified in their Constitution*.</p>	<p>Unclear what tie the event has to the outcomes or goals of the student group, but the event could potentially bring positive attention to the group.</p>	<p>No indication has been made by the applicant of how the event relates to the overarching goals of the student group's Constitution.</p>