EMILY CARR UNIVERSITY of Art + Design

Ian Gillespie Faculty of Design + Dynamic Media Micro-Grants

All Design & Dynamic Media (DDM) students are welcome to apply for micro-grants! This micro-grant fund will support student-led activities that connect people. Funded events and activities will activate dialogue and build community through extra-curricular initiatives.

Micro-grants are funded up to $350 to cover material costs, catering, guest speakers, or other relevant expenses. For more information, please email DDM Administrative Assistant, April Joy Milne at amilne@ecuad.ca.

APPLICANT INFORMATION

Student applicant(s):	Student email(s):
Area of study:	Faculty supervisor/mentor:

GRANT INFORMATION

Project or Event Title:
Proposed Location (if applicable):
Event Date and Time (if applicable):
Anticipated Number of Attendees/Participants:
Project or Event One-liner:
Project or Event Narrative Description (200 words):

Describe how Project will Contribute to Supporting Community Engagement:

IMPORTANT DATES

The Fall term application deadlines are Sept 21, Oct 21, and Nov 21.
The Spring term application deadlines are Jan 21, Feb 21, and April 1.

Applicants can expect to hear from the Academic Affairs Office 2 weeks after submission. Successful applicants will be required to complete an Event Planning Form if necessary as well as relevant room-bookings and AV requests with support from the Academic Affairs Office.

BUDGET INFORMATION

Budget Item	Item Details	Cost
Food/Catering		$
Materials		$
Printing		$
Guest Speaker		$
Other (please describe)		$
	Total Grant Requested (Cannot exceed $350)	$

IMPORTANT BUDGET NOTES

Speaker and/or workshop fees cannot be paid to current Emily Carr staff or faculty.

Material or production costs can be reimbursed to Emily Carr; **please confirm that your micro-grant application has been approved before purchasing any materials. Receipts are required for reimbursement of expenses and material costs.**

In addition to the Budget Information above, please complete the Payee section of a Yellow Payment Voucher form attached with your information and submit it attached to this form.

APPLICATION CONFIRMATION

I understand that the above information may be used to assist in promoting this project or event through our Faculty and/or for annual reporting purposes.

Signature:	Date:

Please return this completed form to DDM Admin Assistant, April Joy Milne by email at amilne@ecuad.ca.

APPROVALS (Office Use Only)

Project Approved: Yes [ ]   No [ ]
Approval by: DDM Micro-Grant Adjudication Committee
Approval Date: