



# McMaster Engineering Society

## Special Projects 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 special projects and start up groups and teams that provide opportunities for students to pursue those diverse interests.

### **Apply for Funding**

- 1) Fill out the Special Projects Application (MES Policy Manual – Appendix W) and submit to the VP Finance Mailbox in the MES BLUE Lounge (JHE – 121)
- 2) After submitting the application, email [avp.administration@macengsociety.ca](mailto:avp.administration@macengsociety.ca) to be on the agenda for the next council meeting. You will have to make a brief presentation at the council meeting and motion for the funding request.
- 3) The decision for funding will be made through a vote by the MES Council

### **To Claim your Funding**

- 1) Write an article on the project and email it to [frequency@macengsociety.ca](mailto:frequency@macengsociety.ca) . You must also submit a hard copy to the VP Finance mailbox in the MES BLUE Lounge – JHE 121.
- 2) Submit an expense report (MES Policy Manual – Appendix H) with original purchase receipts attached to the VP Finance mailbox in the MES BLUE Lounge – JHE 121.
- 3) Submit a closing budget of the special project
- 4) The project group must also meet all requirements detailed in the appropriate Sponsorship Checklist for the specific funding level before receiving reimbursement.

### **Finance & Logistics**

All expenses must be submitted by March 30<sup>th</sup>. Any expenses done in the month of April must be reported to the VP Finance by April 30<sup>th</sup> with the supporting documents.

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