



## Ian Gillespie Faculty of Design + Dynamic Media Micro-Grants

Ian Gillespie Faculty of Design + Dynamic Media (DDM) students are welcome to apply for micro-grants to support Design and Media community building initiatives. This micro-grant fund is meant to support activities that work to connect people, bring about dialogue, and activate community through extra-curricular initiatives in Design and Media practices at Emily Carr.

Micro-grants (up to \$350) are to cover material costs, productions costs, or other relevant expenses. For more information, please email DDM Administrative Assistant, April Joy Milne at [amilne@ecuad.ca](mailto: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 Note:**

The application deadline is October 18<sup>th</sup> 2021, for any expenses that you have incurred (with receipts) from September 1<sup>st</sup> 2021 to the present, or that you will have completed by March 15<sup>th</sup> 2022. After that first deadline of October 18<sup>th</sup>, we will accept rolling applications until the funds have been used up for this fiscal year.

Applicants can expect to hear from the Academic Affairs Office within 3-4 days, after which, if successful, they 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	Cost
<b>Total Grant Requested (Cannot exceed \$350)</b>	

**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.

In addition to the Budget Information above, please complete the Payee section of a Yellow Payment Voucher form attached with your information for reimbursement of material costs 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:
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**APPROVALS**

Project approved: Yes / No <input type="checkbox"/> <input type="checkbox"/>
Approval by: Celeste Martin
Approval Date:
Signature:

**Please return this completed form to DDM Admin Assistant, April Joy Milne by email at [amilne@ecuad.ca](mailto:amilne@ecuad.ca)**