

# Funding Application 2024/25 - Handbook

## The Super Application and Professional Activities Fund

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Welcome! This handbook serves as a comprehensive guide to the 2024/25 application process for the Super Application and the Professional Activities Fund, also referred to as the SuperApp and PAF respectively. Please note that this handbook pertains specifically to PAF Term. For further information, please refer to the [PAF website](#).

We recommend keeping this handbook open while completing the funding application. If you have any questions, please don't hesitate to reach out to [studentgroups@apsc.ubc.ca](mailto:studentgroups@apsc.ubc.ca). For PAF-related inquiries, kindly contact the PAF coordinator at [paf@apsc.ubc.ca](mailto:paf@apsc.ubc.ca). We welcome your suggestions and are committed to continuous improvement.

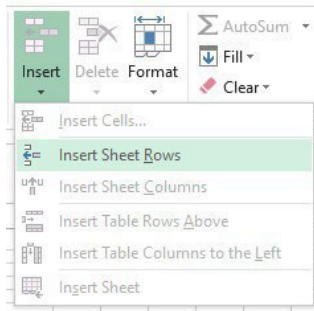
### Before you begin:

1. **Formulaic Cells (DO NOT CHANGE):** The funding application includes numerous embedded formulas. To ensure accurate budget summaries, please focus on editing the cells highlighted in orange and selecting drop-downs if highlighted in green ONLY.

Legend:	
Enter text	Select drop-down
Formula, do not change	Important: DO NOT CHANGE

Please use provided templates to ensure cells are edited accurately prior to submission. If changes are made and there are errors within formulaic cells, APSC PD may ask you to resubmit your application or your application may not be accepted. Depending on severity, your application may not be accepted for review (e.g., a number of formulas are missing in your application or guidelines were not abided by).

2. **Inserting Rows:** If you run out of space to list down expenses or income, please navigate to Home>Cells>Insert and then Insert Sheet Rows. Other methods may be locked to prevent breaking the tables.



Last Updated: August 8<sup>th</sup>, 2024

3. **"dataval" Sheet:** You may notice a hidden sheet titled "dataval" in the spreadsheet. Please refrain from making any changes to this sheet, as it contains pre-determined funding amounts for PAF and significantly impacts your eligibility for funding. If we notice any changes, you will be asked to resubmit.
4. **File Format:** Do not change file formats as it will change formulaic cells (e.g. convert them to flattened PDFs, Google Sheets etc.). Please upload your spreadsheet as an Excel file. PDF submissions will not be accepted.
5. **Term 1 and Term 2 PAF Applications:** If you have submitted Project Overview Form for your project in term 1, you do not need to submit another one for PAF Term 2.
6. **Final Refresher:** PAF serves as a funding source for student groups as well as individual travel, registration fees, etc. PAF has a governing body, independent of APSC PD. You can learn more about the PAF Governance Committee by visiting [this link](#).

## PAF Section

This section also asks for information which is beneficial for PAF!

### Group Information

This page is the introduction page. It asks for basic group information, as well as the names of 2-3 reviewers/editors of the application to ensure complete accuracy. The page also displays the currency conversion rates that are used throughout the spreadsheet.

### Team Roster

This sheet gathers information on the active and new members of your student group. Provide the details for every member (if applicable), executive, and captain on your team. All members must be registered UBC students with student numbers. This is vitally important for recording key changes including: membership changes, captaincy changes, room access for your group, PAF eligibility, etc.

For engineering students in design teams, this data is crucial for purchasing Volunteer Injury Insurance for the year. We also determine whether your group is PAF eligible for not (at least 75% of the beneficiaries must be undergraduate UBC Engineering students). **Please fill up all columns as accurately as possible.**

FIRST NAME	LAST NAME	STUDENT #	FOB ID (6-digit)	FACULTY	DEGREE	PROGRAM	ACADEMIC YEAR	ROLE TYPE*	ROLE TITLE	EMAIL	Involvement with Project 1	PAF ELIGIBLE
John	Doe	56001755	123456	APSC	Undergrad	CIVL	3	Non-exec		johndoe@gmail.com	Yes	Yes
John	Doe	84409809	234567	APSC	Undergrad	EECE	2	Non-exec		johndoe@gmail.com	Yes	Yes
John	Doe	82045797	567890	APSC	Undergrad	CIVL	3	Non-exec		johndoe@gmail.com	Yes	Yes
John	Doe	82622952	987654	APSC	Undergrad	GEOE	4	Exec	Captain	johndoe@gmail.com	Yes	Yes

**Notes:** If you are copying and pasting content from a previous application, please be aware that there are a few differences. For example, ECE and CPEN are now combined under EECE, which affects the departmental funding sheet. Please refrain from copying and pasting into the "PAF Eligible" column. Ensure that the project numbers align with the table in the Projects sheet, as discussed further below.

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**Addition to Required Information:** We are asking for FOB ID information to accelerate the process of granting room access for your group. Please refer to the photo below regarding where you may find the 6-digit FOB ID at the back of your UBC Student Card.



### Previous Year Budget

Provide the full details of your team’s expenses last year to date. Do not omit any expenses for any reason. Small purchases can be grouped into one ‘miscellaneous’ purchase. Provide a summary of your group’s income and expenses for last year. If you have funds left over from last year, indicate them in the spreadsheet.

Previous Year Budget					Expense Category Examples: Projects, competition, food, venue, gifts, administration, etc.			
Fill in the following tables for your group's finance for the previous year. (Both expenses and income sources)					Income Category Examples: Sponsorship, in-kind donations, discounts, etc.			
I confirm the current sheet "Finance(Previous Year)" is correctly completed <span style="float: right;">Select choice here</span>								
<i>(If you're resubmitting PAF T1, no need to complete this sheet - we will pull the data from your previous application.)</i>								
Expenses 2023-24					Income 2023-24			
Expense Category	Expense	Amount	Justification	Link	Income Category	Source of Income	Amount	Received (R) / Applied for

### Non-PAF Income & Dept. Funding

This section combines two parts: **Total Income** for your student group and **Departmental Funding requests**. The Number of Students and % Representation are automatically calculated from the roster, but please double-check to ensure accuracy. Please list any funding requests you have, referring to the full list of available departmental support on the Student Group Resources website.

For the departments to fund your group, they require information on your student population and % representation. Request an appropriate amount from each represented department. In the ‘Proposed Use’ column, provide details on what your team will use this funding for (i.e. \$500 toward travel expenses for Formula SAE 2022 competition). Your department will need to see detailed information here as a rationale for approving your funding request.

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Department	Number of Students	% Representation	Amount Requested	Proposed Use
CHBE	0	0%		
CIVL	1	2%		
EECE	25	47%	\$ 4,000.00	Electronic Components + Travel
ENPH	6	11%	\$ 500.00	Electronic Components
ENVE	0	0%		
GEOE	0	0%		
IGEN	3	6%		
MANU	0	0%		
MTRL	1	2%		
MECH	4	8%		
MINE	0	0%		
SBME	1	2%		

Department	Number of Students	% Representation	Amount Requested	Proposed Use
CHBE				
CIVL	10	77%	\$2000	Upgrading equipment in our lab space (new drills, bits, and safety equipment) and funding for material costs (steel purchase and machining cost)
EECE	2	15%	\$500	Money for travel expenses for 2022 competition
ENPH				
ENVE				
GEOE				
IGEN				
MANU				
MTRL				
MECH	1	8%	\$200	Money for material expenses (steel purchase, machining costs) and tool maintenance and upkeep
MINE				
SBME				

For the Income section, please mention the team balance in Cell C23 and specify the amount to be used this year in Cell G23. You do not need to list PAF funding separately as it is automatically calculated in the Total Summary Sheet.

Total Non-PAF Income 2023-2024 (Do NOT include PAF here)								
Income Category	Source of Income	Total amount/value received (in CAD)	Duration of Funding	Funding runs out on:	Amount reserved for future years	Amount to use this year	Received?	Notes
Current Team Account Balance	Multiple	\$ 12,345.00	N/A	N/A		\$ 12,345.00	N/A	Account balance must be declared.
Sponsor - CASH	Johnson Foundation	\$ 10,000.00	N/A	Monday, April 1, 2024	\$ -	\$ 10,000.00	Expected	Long term connection
In-Kind Physical Donation	Kaiser Aluminum	\$ 2,500.00	N/A	Tuesday, April 2, 2024	\$ -	\$ 2,500.00	Will be applying	Applying
Sponsor - CASH	SEABC	\$ 2,000.00	N/A	Wednesday, April 3, 2024	\$ -	\$ 2,000.00	Applied for	Safety funding, easily get
Sponsor - CASH	AMS	\$ 25,000.00	3 years	Tuesday, August 25, 2026	\$ 8,000.00	\$ 10,000.00	Received	Award

In the previous PAF cycle, we have added columns to accommodate multi-year funding. Columns D-F should be filled if your funding involves a multi-year plan. The "Amount to use this year" column determines the income received/expected for the current year. If you are holding funds for future years, please enter the amount in column F.

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### Projects 1/2/3/4/5/6/7

Must be filled along with the Project Overview form

This sheet applies to PAF - Design Projects. Based on our updates from the previous year, the Projects sheet has undergone significant changes, every Project sheet should only contain information about a single project.

Before entering detailed expenses, please ensure you write down the name of your project under Application Information. This is crucial as it ensures separate calculations for each project. Accurate categorization of projects is essential to avoid missing out on eligible PAF funding.

Application Information	
Project Name	Project 1
Type of Application	Design Team Project
Any competition/external event linked to this project?	Yes
Name	Competition 1
Start Date	2/1/2024
End Date	2/3/2024
Location	UBC

Now, we can proceed to the Detailed Expenses section. Provide the full details of your team’s planned expenses for the coming year. Ensure you are factoring in potential unseen costs including: duties, contingency, express shipping, etc. Provide a summary of your group’s budget for the coming year. Please be wary if copy-pasting the data from another source, as the Category and Currency columns are referenced in other sheets and must not be named differently – ONLY PICK FROM THE DROP DOWN.

DETAILED EXPENSES										
ITEM	CATEGORY	QUANTITY	AMOUNT/UNIT	TAX + SHIPPING	CURRENCY	SUBTOTAL	TOTAL	SUBTOTAL IN CAD	TOTAL IN CAD	Link to Source
Flight Tickets - comp 1	Competition	7	\$ 624.00	\$ 45.00	CAD	\$ 4,368.00	\$4,413.00	\$ 4,368.00	\$ 4,413.00	<a href="#">Link</a>
Team registration fee - comp 1	Competition	1	\$ 1,048.00	\$ 40.00	USD	\$ 1,048.00	\$1,088.00	\$ 1,404.32	\$ 1,457.92	<a href="#">Link</a>
Onsite participant fee - comp 1	Competition	7	\$ 1,138.00	\$ 30.00	CAD	\$ 7,966.00	\$7,996.00	\$ 7,966.00	\$ 7,996.00	
Servos	Prototype	10	\$ 797.00	\$ 19.00	CAD	\$ 7,970.00	\$7,989.00	\$ 7,970.00	\$ 7,989.00	
3M half mask reusable respirator	Prototype	5	\$ 762.00	\$ 8.00	CAD	\$ 3,810.00	\$3,818.00	\$ 3,810.00	\$ 3,818.00	

While the subtotal/total columns and CAD conversions are calculated automatically, the main numbers are referenced from Total in CAD. Please ensure that this column is not empty for any expenses listed. If there is any error in the blue highlighted cells, check for any improper numbering format such as DO NOT enter/copy “2.00” to Amount/Unit column, it should be “2” and excel will automatically format it to “\$2.0

Quote Supplemented?	Discount %	REFERENCE (Briefly explain use, justify cost, explain in-kind donation amount if expected)
Yes	0%	
No	0%	

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You may provide a link to the original source of the expense or upload a receipt on the submission form. If you have received a quote for your purchase (in other words, the company is partially subsidizing the purchase), please indicate so in Reference column and also note down the Discount as a percentage. For any additional notes, please use the References column. If your expense was an in-kind donation (e.g. gifted to you), please note so in the Non-PAF Income & Dept. Funding sheet.

The yellow highlighted cells at the top should summarize your expenses. For a full summary, refer to [the Budget Summary sheet at the end](#).

### PD1/2/3/4/5/6

A PD Opportunity provides students an opportunity to grow their professional skills through a variety of factors, including but not limited to: learning new skills, discussing key ideas and concepts, challenging understanding of certain mechanics or principles, providing practical experience with recruitment skills such as interviews, etc.

The PD sheets, otherwise known as Professional Development Opportunity sheets, have a similar structure to the Project sheets, but ask for more specific categories. Please remember to go through the PAF Guidelines for PD Opportunities to understand how the funding calculations work! This section is intended for networking nights, skill-building workshops, and similar events. Note that a maximum of 5 Projects + PD Opportunities will be funded by PAF. Please do not edit the cells highlighted in blue.

Application Information & PAF Funding Information: This section collects basic information about the applicant. All communications will be conducted through this contact. Enter details about the event, such as the department involved, team email, and so on.

Application Information			PAF Funding Information		
PD Opportunity Name	Session 1	COMPLETE	Has this project been previously funded by PAF?	Yes	COMPLETE
Principal Applicant's Name (First Last)	John Doe	COMPLETE	Did you collect the full amount of PAF funding for this previously funded project?	Yes	COMPLETE
Department/Program	MTRL	COMPLETE	Has your organization submitted other applications in the 2020-2021 funding cycle?	Yes	COMPLETE
Team Email	yayteam@gmail.com	COMPLETE	If yes, please list the other applications (Application Title - Applicant's first and last name)		INCOMPLETE
Secondary Email (Personal or Alternate)	nayteam@gmail.com	COMPLETE			INCOMPLETE
Primary Associated Student Group	Yay Team	COMPLETE			INCOMPLETE

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**Faculty Information:** If your project has a faculty advisor, enter here. PD Opportunities are not required to have one, but may if they wish.

Faculty Information		
Faculty Advisor Name (First Last)	John Doe	COMPLETE
Email	Johndoe@gmail.com	COMPLETE
Department	MTRL	COMPLETE
Other Faculty Advisor Name (First Last)		Optional
Email		Optional
Department		Optional

**General Information:** This is where we ask about your PD Opportunity. What kind of event is it? How is it beneficial/impactful? This helps us determine the legitimacy of the event and assess the funding eligibility.

General Information			Word Count	Max Words
<b>Project Summary</b> Concisely summarize the PD opportunity. (What is the event, who specifically does it benefit, what is the goal?)	This is a summary of the Session 1 Event.	COMPLETE	9	150
<b>Impact on UBC Engineering Student Learning</b> Explain how this opportunity benefits engineering undergraduate students, what are the short and long term benefits they will gain? (include whether it is for a specific sub-team or the entire team)	This is the impact of Session 1 Event to UBC engineering students	COMPLETE	12	150
<b>Organizational Structure</b> If parts of this project will be carried forward over a transition period, briefly outline your mechanisms for succession. Ensure to mention how your leadership structure (eg. subteams) contributes to this.	Elaborates more here.	COMPLETE	3	300

**Guest Speakers:** Fill up this section if your event has guest speakers.

Guest Speakers	
Number of Speakers	
If you are inviting speakers or guests, please provide a brief description of how many speakers, their areas of expertise, and the benefit they will provide attendees.	

**Projected Engineering Attendees:** Enter the expected quantities for UBC/non-UBC engineering attendees. This information is necessary to determine your eligibility for funding. Please note that non-UBC engineering students will not be considered when calculating per-person food amounts.

**Projected Non-Engineering Attendees:** Provide the expected quantities for non-engineering attendees. We are interested in understanding the overall demographic of your event.

Projected Engineering Attendees			Projected Non-Engineering Attendees		
GROUP	NOTES	QUANTITY	GROUP	NOTES	QUANTITY
UBC Undergraduate Students		20	Undergraduate Students		
Non-UBC Undergraduate Students			Graduate Students/Post-Docs		
UBC/Non-UBC Graduate Students/Post-Docs			Faculty		
Faculty			Staff		
Staff			Alumni		
Alumni			Industry		
Industry			Other		
Other			Total Engineering/Non-Engineering Attendees		20

**Detailed Expenses:** This section requests the expected or confirmed expenses related to your event. Ensure that your expenses are categorized correctly, as funding calculations are done individually for each category.

DETAILED EXPENSES									
ITEM	CATEGORY	QUANTITY	AMOUNT/UNIT	TAX + SHIPPING	CURRENCY	TOTAL	TOTAL IN CAD	REFERENCE	(Briefly explain use and justify cost)
Jack Pool Conference Room	Venue	1	\$ 1,500.00	\$ -	CAD	\$ 1,500.00	\$ 1,500.00		
Catering ABC	Food	60	\$ 15.00	\$ 20.00	CAD	\$ 920.00	\$ 920.00		
Photo Frame	Gifts	6	\$ 50.00	\$ -	CAD	\$ 300.00	\$ 300.00		
Poster Board	Workshop Supplies	5	\$ 12.00	\$ -	CAD	\$ 60.00	\$ 60.00		
Acrylic Paint	Workshop Supplies	2	\$ 30.00	\$ -	CAD	\$ 60.00	\$ 60.00		

A summary of the eligible funding for this event can be found in cell F44.

Eligible PAF funding	
Food	\$ 170.00
Venue	\$ 600.00
Gifts	\$ -
Workshop Supplies	\$ 120.00
<b>Total Eligible Funding</b>	<b>\$ 890.00</b>

### Other Expenses

This sheet covers all other expenses for your student group, such as Capital Purchases, Consumables, and Administrative/Marketing Costs, the definitions for which can be found in the PAF Guidelines. Fill in the tables similar to the Project sheet, but detailed information is not required here. This data is primarily used to calculate the budget deficit.

### Total Summary

This sheet provides an overview of all the information you have entered so far. The eligible funding amounts can be found in the yellow cells. This year, options for non-PAF Projects and PD Opportunities are included. For example, if you have 5 Projects but only 3 request for fund, assess the eligible funding amounts for each project and indicate the projects you want to account for in **green cell in column A**. Then fill in the requested funding amount in the corresponding **orange cell in column L**.



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Consider for PAF?	Budget Summary	Discount Value	Eligible Project Members	Project Expenses	Competition Expenses	Administrative Expenses	Total Expenses w/ Contingency	Eligible Project Fund	Eligible Competition Funding	Eligible Project + Comp. Fun	Requested PAF Funding
Yes	Project 1	\$ -	38	\$ 16,201.00	\$ 13,866.92	\$ 65.00	\$ 33,146.21	\$ 5,700.00	\$ 2,850.00	\$ 8,550.00	\$ 8,500.00
Yes	Project 2	\$ -	25	\$ 2,829.00	\$ 10,229.00	\$ -	\$ 14,363.80	\$ 1,499.68	\$ 2,850.00	\$ 4,349.68	\$ 4,349.00
Yes	Project 3	\$ -	22	\$ 8,112.84	\$ 1,660.26	\$ -	\$ 10,750.41	\$ 4,141.60	\$ 915.31	\$ 5,056.91	\$ 5,056.00
Yes	Project 4	\$ -	19	\$ 4,302.00	\$ -	\$ -	\$ 4,732.20	\$ 2,236.18	\$ 85.18	\$ 2,321.36	\$ 2,300.00
	Project 5	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

All the cells in blue are auto-populated from the previous sheets – please do not edit them. Here we can see all the amounts summarized from the previous sheets, giving us an overall image of your team.

Budget Summary	Discount Value	Eligible Project Members	Project Expenses	Competition Expenses	Administrative Expenses
Project 1	\$ -	38	\$ 16,201.00	\$ 13,866.92	\$ 65.00
Project 2	\$ -	25	\$ 2,829.00	\$ 10,229.00	\$ -
Project 3	\$ -	22	\$ 8,112.84	\$ 1,660.26	\$ -
Project 4	\$ -	19	\$ 4,302.00	\$ -	\$ -
Project 5	\$ -	0	\$ -	\$ -	\$ -

Budget Summary	Venue Budget	No. of Eligible Attendees	No. of Speakers	Expenses	Eligible Funding
PD Opportunity 1	\$ 1,500.00	52	6	\$ 2,840.00	\$ 1,251.00
PD Opportunity 2	\$ -	0	0	\$ -	\$ -
PD Opportunity 3	\$ -	0	0	\$ -	\$ -
PD Opportunity 4	\$ -	0	0	\$ -	\$ -
PD Opportunity 5	\$ -	0	0	\$ -	\$ -

Budget Summaries	Discount Value	Expenses
TEAM-WIDE Administrative & Marketing Cost	\$ 143.60	\$ 907.85
Capital Purchases	\$ 814.85	\$ 1,939.71

Lastly, you can scroll down and check Cell B32 to see the Net Eligible PAF Funding

NET NON-PAF INCOME:	\$ 41,303.45
NET ELIGIBLE PAF FUNDING:	\$ 20,277.95
REQUESTED PAF FUNDING:	\$ 20,205.00
PAF FUNDS TO BE USED THIS YEAR:	
NET EXPENSES:	\$ 68,680.18
NET INCOME:	\$ 61,508.45
NET Remainder	\$ (7,171.73)

Ensure at least 50% of your funding comes from non-sources.

<i>At least 50% of funding must come from sources other than PAF.</i>	
PAF	29.53%
Non-PAF	60.14%
	Eligible

Finally, you're done! Double-check everything before submitting. Good luck!