

Multi-faith Chaplaincy Grant for Concordia Religious and Spiritual Student Groups

Religious Project Funding Guidelines

Multi-faith Chaplaincy (MfC) at Concordia University exists within the academic community to nurture faith, spirituality and social responsibility, and to provide a pastoral presence, especially for students.

We are a student service department that seeks to raise religious literacy on campus, facilitate interfaith and intercultural understanding among students, and to connect students of faith with their campus communities.

Purpose of the Grant:

The purpose of this grant is to enable religious or spiritual student groups to send members to conferences or retreats which are pertinent to the goals of the club and that tie in with the mission of Multi-faith Chaplaincy. Student groups may also apply for this grant to use towards an on-campus event that is faith or interfaith specific.

Prospective student groups may also apply as long as they meet the criteria below and if they can demonstrate who will benefit from this project, how and in what time frame it will lead to the formation of a student group.

Application Deadlines (Specific deadline dates to be published annually):

Applications are accepted throughout the year but must be submitted no less than 4 weeks before the beginning of the conference or retreat.

Criteria for eligible projects:

If the applicant is a currently registered religious / spiritual student group or from a recognized student association or group, the following criteria apply:

- Confirmation of registration status.
- Applications must demonstrate how the conference / retreat/ event supports the goals of the club and how it ties in with the mission of Multi-faith Chaplaincy.
- Requests must not exceed \$500.

How to apply:

All applications must be submitted to Multi-faith Chaplaincy at chaplaincy@concordia.ca at least **one month before** the beginning of the conference/retreat/event.

All sections of the application must be completed. **Incomplete applications will not be accepted.**

Selection Procedure

Selection process is managed by a Grant Committee of MfC. The Grant Committee consists of the Multi-faith Chaplaincy team. The Grant Committee will be the sole liaison between the Multi-faith Chaplaincy and project applicants.

First-time requests will be given priority.

All applicants will receive an e-mail explaining the results of the process. Those approved will receive details of the procedures to be followed for processing their funding (see below).

Those being refused funding will be provided with the reasons for the refusal and a list of possible alternate funding sources where applicable.

All decisions of the committee are final.

Criteria for reimbursement of approved projects:

- Receipts for reimbursement must be submitted no later than one month after the conclusion of the conference or retreat in person at Multi-faith Chaplaincy.
- Only original receipts will be accepted for reimbursement.
- Allowable expenses are travel, conference or retreat registration, and room and board. Alcohol will not be covered by this grant.
- Travel expenses will be supported in accordance with university travel guidelines. <http://www.concordia.ca/content/dam/common/docs/policies/official-policies/VPF-3.pdf>

Checklist of Documents to submit:

- 🍏 Cover letter
- 🍏 Completed application form
- 🍏 Poster, registration form, and event details

For more information, contact:
chaplaincy@concordia.ca