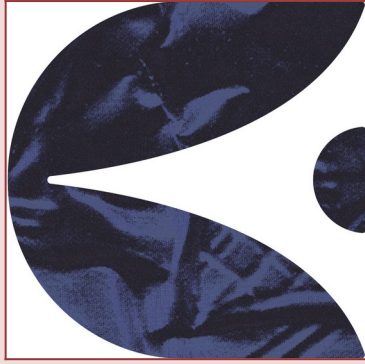




FINE ARTS STUDENT ALLIANCE

SPECIAL PROJECT GRANTS 2026-2027 HANDBOOK

TABLE OF CONTENTS:

ALL ABOUT FASA SPECIAL PROJECT GRANTS.....	1
What is a Special Project Grant (SPG)?.....	1
What is the mandate of FASA's SPG?.....	1
Who can apply for SPG funding?.....	1
*****DEADLINES TO APPLY*****	1
APPLICATION INSTRUCTIONS + ELIGIBILITY.....	1
Personal Creation.....	1
Group Collaboration.....	1
Community Contribution SPGs.....	1
SPG ELIGIBLE EXPENSES GUIDELINES.....	1
Artmaking Related Expenses.....	1
Equipment Rental and Purchasing.....	1
Venue Rental.....	1
Printing and Publicity.....	1
Food and Beverages.....	1
Websites.....	1
Transportation and Accommodation.....	1
Honorariums.....	1
EXPENSES NOT COVERED.....	1
How often are SPGs awarded and how are funds allocated?.....	1
Who is the jury for the applications?.....	1
How are projects selected for funding?.....	1
Difference between project statement and project description.....	1
OTHER GRANTS AT CONCORDIA.....	1

ALL ABOUT FASA SPECIAL PROJECT GRANTS

What is a Special Project Grant (SPG)?

A Special Project Grant or "SPG" is a grant program open to all undergraduate Fine Arts students at Concordia University to support both individual and group projects. Part of the fee-levy paid by members of the Fine Arts Student Alliance (FASA) is dedicated toward the SPG fund every semester: \$0.80 per credit.

There are three funding tiers:

\$200 - Personal Creation

\$700 - Group Collaboration

\$2000 - Community Contribution

What is the mandate of FASA's SPG?

- ♥ Support projects that impact a wide range of Concordia students, specifically within the Faculty of the Fine Arts
- ♥ Fund a diverse range of projects within different departments in the Faculty of Fine Arts that will allow our membership to be involved as participants or audience members
- ♥ Provide access to events, workshops, and initiatives that are accessible to Concordia students (on campus events, or reachable by metro!)

Who can apply for SPG funding?

Any undergraduate student registered in a specialization, major, or minor in the Faculty of Fine Arts can apply for SPG funding. **Students must be registered in at least one Fine Arts Undergraduate class during the semester in which they are applying for the grant.**

REMEMBER: Majority (over 50%) of your project group members must be active Concordia Fine Arts students!!!!

*******DEADLINES TO APPLY*******

**FALL SEMESTER: OCTOBER 20TH, 2026, @
11:50 PM**

**WINTER SEMESTER: FEBRUARY 18TH, 2027, @
11:50 PM**

APPLICATION INSTRUCTIONS + ELIGIBILITY

Please review each category breakdown to assess which category your project is eligible for. The first category is...

Personal Creation

Apply to fund a personal art project with 1-4 people involved

Maximum funding amount: \$200

How to apply:

1. Read the eligible expenses guidelines below and email officecoordinator.fasa@concordia.ca if you have questions.
2. Review the SPG budget guide:
<https://www.dropbox.com/scl/fi/itmwm9kkm282gg1cbfvc/Special-Project-Grant-GUIDE.pdf?rlkey=15roqc2pcg6boletryarwm5t&st=aopzmgjm&dl=0>
3. Write a Project Statement (maximum of 100 words) and Project Description (maximum of 400 words).
4. Make a budget using our template (to fill it in, make a copy of the doc):
<https://docs.google.com/spreadsheets/d/1yYzLDnRhOVH5O5FMtJNIX4VoVBnZd14J/edit?gid=1752186113#gid=1752186113>
5. Fill out the online application form:
<https://form.jotform.com/260135845087258>

The second category is...

Group Collaboration

Apply as a closed group such as a class, collective, team, or film crew of 5 or more people creating a project like an artwork, performance, film or exhibition.

Maximum funding amount: \$700

How to apply:

1. Read the eligible expenses guidelines below and email officecoordinator.fasa@concordia.ca if you have questions.
2. Review the SPG budget guide:
<https://www.dropbox.com/scl/fi/itmwm9kkm282gq1cbfvc/Special-Project-Grant-GUIDE.pdf?rlkey=15roqc2pcg6boletywarwj5t&st=aopzmgjm&dl=0>
3. Write a Project Statement (maximum of 100 words) and Project Description (maximum of 400 words).
4. Make a budget using our template (to fill it in, make a copy of the doc):
<https://docs.google.com/spreadsheets/d/1yYzLDnRhOVH5O5FMtJNIX4VoVBnZd14J/edit?gid=1752186113#gid=1752186113>
5. Fill out the online application form:
<https://form.jotform.com/260135845087258>

The final category is...

Community Contribution SPGs

A project facilitated by a group or club that impacts the broader Fine Arts community or a significant segment of that community, like a department or specialization.

This project should do one of the following:

- *Impact the community by offering a public workshop, talk, or service;*
- *Involve the community by having an open callout for participation;*
- *Inform the community through a publication, information campaign, or community building event.*

Maximum funding amount: \$2,000

How to apply:

1. Read the criteria for this category and the eligible expenses guidelines below, and email officecoordinator.fasa@concordia.ca if you have questions.
2. Review the SPG budget guide:
<https://www.dropbox.com/scl/fi/itmwm9kkm282gg1cbfvc/Special-Project-Grant-GUIDE.pdf?rlkey=15roqc2pcg6boletyarwjm5t&st=aopzmgjm&dl=0>
3. Write a Project Statement (maximum of 100 words) and Project Description (maximum of 400 words).
4. Create an Outreach Plan. You can use this [example](#) as a reference.
5. Make a budget using our template (to fill it in, make a copy of the doc):
<https://docs.google.com/spreadsheets/d/1yYzLDnRhOVH5O5FMtJNIX4VoVBnZd14J/edit?gid=1752186113#gid=1752186113>
6. Fill out the online application form: <https://form.jotform.com/260135845087258>

IMPORTANT: Once you submit your SPG application form, you should see confirmation from JotForm on your screen. If you do not see this confirmation, please re-submit your application.

HOT TIP: Students often apply to FASA for **less** than the total amount of funding available in the category for which they are applying, even when their project costs much **more** than that. In general, it's better to **DREAM BIG** in your grant application and apply for the maximum amount of funding that you could use for your project; however, the total of your project expenses should not be over the category maximum amount.

SPG ELIGIBLE EXPENSES GUIDELINES

FASA will cover expenses that fall under the following categories:

Artmaking Related Expenses

- ✓ FASA can fund supplies for the making of an artwork (e.g. paint brushes, paints, photo paper, film, etc). We understand that non-traditional materials (such as food) are often used to create a work, so please provide justification regarding why it is the best option to buy and not rent or borrow these materials (e.g. the destruction of equipment during creation/performance of work).

Equipment Rental and Purchasing

- ✓ FASA encourages equipment rentals as an alternative to purchasing equipment when possible. Equipment rentals can include but are not limited to cameras, speakers, printers, scanners, and digital recorders. The CDA also offers a wide variety of electronics and other equipment that you can borrow.
- ✓ FASA will fund permanent purchases; however, the applicant must justify the purchase of the particular item in their project description, and **FASA will only fund up to a maximum of \$100 for a permanent purchase.**
 - o If your item costs \$340, FASA will only fund \$100, and you must supply the other \$240.*

Venue Rental

- ✓ FASA will fund the rental of venues for exhibitions, screenings, performances, public events, etc.
- ✓ Please provide an accurate quote from the venue you wish to rent.

Printing and Publicity

- ✓ FASA can fund printing costs for posters, programs, and any other promotional materials related to your project.
- ✓ We ask that if you are applying for publicity funding, please get a quote from a printer (e.g. Rubiks) and include this with your application.
- ✓ Please note that if you are granted funding, the FASA logo must appear on all printed material that has been paid for with FASA funding.
 - o <https://files.cargocollective.com/c1273552/NEW-FASA-LOGO.pdf>

Food and Beverages

- ✓ Food and beverages (including alcohol) may be covered for events that are open to the public/to all Fine Arts students, such as vernissages and openings.
- ✓ Food for meetings open to all Club membership or a film shoot including cast and crew may be covered.
- ✓ Please note that to serve any alcohol, whether free or sold at a Concordia/FASA event (on or off campus), you must have a liquor permit. The cost of obtaining a liquor permit may also be covered by FASA.
- ✓ FASA will not reimburse alcohol purchases unless a liquor permit is supplied.

Websites

- ✓ FASA encourages students to create websites that will showcase their

artwork or promote their initiatives. Websites are eligible for coverage by FASA if they are being designed by a Fine Arts student (either by you or another student in the Fine Arts).

Transportation and Accommodation

- ✓ Transportation includes the rental of vehicles (e.g. moving vans/trucks) for the sole purpose of transporting equipment, set pieces, or artworks.
- ✓ Taxi fares for artists and speakers, or for large pieces that you are unable to transport using other means (public transit or walking) are also covered by FASA.
- ✓ For gas purchases exceeding \$20, a report breaking down the kilometers traveled, and pricing of gas must be submitted when handing in receipts.
- ✓ We will also fund travel for guest speakers if they are traveling by plane, train, or bus. If the fare for your guest's transportation exceeds the maximum amount you are eligible for within your category, you will have to cover the rest of the costs.
- ✓ Accommodation for both speakers and students going on research trips can be funded, but please be reasonable in choosing your accommodations.

Honorariums

- ✓ An honorarium is a one-time financial compensation – not a wage – made to a person for their services. FASA will fund honorariums for guest speakers, instructors, etc., provided they are appealing primarily to a Fine Arts audience.
- ✓ Please note that Concordia faculty members are contractually **ineligible** to receive honorariums. FASA does not fund gifts for these individuals.

All transactions must have a valid receipt and proof of payment.

EXPENSES NOT COVERED

- ✗ No permanent purchases over \$100.
 - e.g. Computers, printers, cameras, filing cabinets, etc. Clubs are allowed permanent purchases within reason, but they must first contact the Clubs Coordinator at:
clubcoordinator.fasa@concordia.ca
 - If you make a permanent purchase exceeding this limit, FASA will only reimburse you \$100.
 - We encourage you to access equipment more sustainably by renting or borrowing equipment through IITS or the CDA.
- ✗ No alcohol for private meetings. Food and non-alcoholic drinks are permissible within reason and so long as this expense is not a substantial part of your club or project budget.
- ✗ Holiday parties, end of year parties, and retreats are NOT eligible to receive FASA funding under the Special Projects Grant program
- ✗ We do not fund travel to conferences, as the Faculty of Fine Arts has a travel grant available to fund student travel.
- ✗ We do not offer funding for bus or metro fares.
- ✗ No person-to-person transactions, e.g. Craigslist, Ebay, Facebook groups, other students, etc.
- ✗ Anything significantly different from what you specified in the budget you had submitted.
 - Contact officecoordinator.fasa@concordia.ca with any significant changes to your budget for approval

How often are SPGs awarded and how are funds allocated?

Special Project Grants are given once in the Fall semester and once in the Winter semester.

You may only receive ONE Special Project Grant within a single category PER academic year. For example: if you received a Personal Creation Grant in the Fall semester, then you can only submit an application for a Group Collaboration Grant or Community Contribution Grant in the Winter semester. This applies to all categories.

A student may only submit one application per semester, with a maximum of two applications per academic year.

FASA's fee-levy for Special Project Grants is \$0.80 per credit.

This total amount collected varies year to year depending on the number of students enrolled in Fine Arts programs and how many credits they are taking.

Funds are distributed each semester according to percentages voted on by the FASA Board of Directors. Right now, it looks like this:

28% of SPG Fee Levy - Personal Creation

36% of SPG Fee Levy- Group Collaboration

36% of SPG Fee Levy- Community Contribution

IMPORTANT: Grant money does not carry over from one semester to the next, meaning you must use your grant in the same semester you received it.

Who is the jury for the applications?

The SPGs are juried by the FASA Coordinators and members of the FASA Board of Directors.

The jury for the **Personal** and **Group** categories is composed of a minimum of two BoD members plus coordinators.

The jury for the **Community** category is composed of a minimum of three FASA BoD members plus coordinators.

NOTE: Any FASA coordinator or BoD member who is involved in a SPG project is not eligible to be a part of the jury for the category they applied for.

How are projects selected for funding?

To be selected for funding, projects must fit within the mandate of the Special Project Grant program. It is up to the applicant(s) to ensure that they adequately convey the following 3 qualifications to the jury:

GOAL

- *Is it clear what the goal you want to accomplish is with your project?*
- *Does your project contribute to you, or your group's growth?*
- *Is financial support from FASA the key to your success?*

CLARITY

- *Does your budget balance? Is it feasible?*
- *Are your expense estimations realistic?*
- *Can you spend your funding and/or complete your project within the given time frame?*
- *If your budget includes an honorarium for the applicant, is it well justified?*

IMPACT

- *Does your project address an original or underrepresented area of exploration in the Concordia Fine Arts community, such as the perspectives, practices, and realities of communities facing oppression?*
- *Does your project make good use of Concordia resources?*

FAQ

♥ What is the difference between a project statement and a project description?

- o A project statement is a summary of your project. In a single paragraph, breakdown the following as it corresponds to your project:

- Who? What? When? How?

A good project statement functions like a HOOK in an essay or short story. Include the most important aspects of your project in the statement.

- o A project description is a more in-depth exploration of your project with more specific details or an explanation of your choices. Here are some questions you can answer to guide you:
 - Why is this project important?
 - Why should this project happen now?
 - What is the deeper meaning behind your project?

♥ I have never written a grant before. Do you offer one on one feedback, or grant writing workshops?

- o We do not offer one on one feedback, but we do offer an SPG application writing workshop every semester! Keep your eyes on our website, social media, and this document for more information on grant writing workshop details!

If you have any further questions, feel free to email officecoordinator.fasa@concordia.ca or stop by our office hours (found here: <http://fasa.concordia.com/contact/>).

The coordinators will be happy to help you in any way that we can!

OTHER GRANTS AT CONCORDIA

If you aren't eligible for FASA funding, or require additional funding to make your project happen, there are plenty of other granting bodies on campus that can help fund student projects. For example:

The Concordia Council of Student Life (CCSL)

The Concordia Council on Student Life (CCSL) makes funds available to support projects that enhance or contribute to the quality of student life at Concordia.

Deadlines:

Fall 2025: October 5, 2026 at 5pm

Winter 2026: February 15, 2027 at 5pm

[APPLY HERE](#)

Sustainability Action Fund (SAF)

The Sustainability Action Fund (SAF) offers funding to support projects to develop sustainable infrastructure, urban agriculture, community-building, and education surrounding environmental and community issues, with the long-term goal of inspiring and developing a culture of sustainability at Concordia University.

Deadlines:

Funding requests are reviewed on a rolling basis, with deadlines on the 1st of each month.

Funding Period 1:

Opening Date: July 15,

Closing Deadline: September 1st

Decision Deadline: End of September

Funding Period 2:

Opening Date: September 15th

Closing Deadline: November 1st

Decision Deadline: End of November

[APPLY HERE](#)

CSU COMMITTEE FUNDING

The CSU offers Special Project Funding for undergraduate individuals and student groups on campus related to specific topics covered by their various committees: BIPOC Committee, External & Mobilization Committee, Loyola Committee, Student Life Committee, and Sustainability Committee.

Deadlines:

Funding requests are reviewed on a rolling basis.

[APPLY HERE](#)

CSU COMMUNITY ACTION FUND

Students and non-students working on grassroots initiatives both inside and outside the Concordia community are eligible to apply. This funding is for Projects, Strikes, and Operational funding for organizations working on grassroots initiatives both inside and outside Concordia. Max. \$3,000.

Deadlines:

Funding requests are reviewed on a rolling basis, with deadlines on the 15th of each month.

[APPLY HERE](#)

The Concordia Student Union (CSU)

The CSU offers Special Project Funding for undergraduate individuals and student groups on campus. The goal of Special Project Funding is to fund and support events, projects and initiatives that benefit the undergraduate community at Concordia and enhance student life. Max. \$1,500.

Deadlines:

October 2026 and March 2026 (exact dates to be determined)

[APPLY HERE](#)

SSHRC Research Creation Grants in Fine Arts

- <http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>

QPIRG DISCRETIONARY FUND:

- INFO: <https://www.qpirgconcordia.org/resources/discretionary-funding/>
- APPLICATION FORM: <https://form.jotform.com/252605013348046>
- DEADLINE: “Discretionary fund applications submitted more than 24 hours prior to a board meeting will be guaranteed a spot on that meeting’s agenda; applications received with less time than that will be considered at that board meeting only with time permitting. Please contact a staff person to find out when our next board meeting will be taking place. Board meetings currently take place once per month.
- CONTACT: info@qpirgconcordia.org board@qpirgconcordia.org