QPIRG Working Group Application (2020-2021)

The deadline to apply is **Monday August 24th, 2020 at 5pm**. For any questions or to submit an application, contact us at info@qpirgconcordia.org.

Applications can be submitted in written (PDF or .doc), audio (mp3 or wav) or video (mp4) formats. Written applications can be in either full paragraphs or in point form. If you would like assistance in completing the application, please contact us before the deadline.

Recommendations on completing the application:
- It’s best to discuss the questions in this application with your entire group. This helps get the most complete answers and ensures everyone is on the same page. This also helps get all your members familiar with what being a working group means.
- If this is your first year applying or if your group is drastically changing focus, it is strongly recommended that someone from your group meet with QPIRG staff to discuss or review your application.

**Section 1: GENERAL INFO**

1. Group Name:

2. Will this be your first year as a working group? If no, approximately how many years have you been a working group?

3. Are you applying to be a Working Group or Solidarity Group? (Note: a Solidarity Group is usually an ongoing project or group that isn’t a full Working Group (in terms of rights and responsibilities) but wants to maintain a basic organizing relationship with QPIRG-Concordia. Solidarity groups do not receive budgets from QPIRG.)

4. Does your group have non-profit status (Organisation à but non-lucratif (OBNL), with a NEQ #)? If yes, you cannot be a Working Group but you can apply to be a Solidarity Group.

5. Does your group agree with the QPIRG Concordia mandate ([link](#))?

6. What is the purpose of your group? What issues will you be working on, and how will you be working on them?

7. Please provide a brief history of your group. Please include answers to the following questions:
   a. How/ when/ why did it start?
   b. Is it a continuation of an existing project, or a new initiative?
c. What projects, campaigns, and events have you held in the past, if any (just the highlights please!)

8. Is your group primarily made up of people directly affected by the issues you work on? If not, how do you take direction from the directly affected communities? How are you building connections and solidarity with other marginalized communities?

9. How does your group work to ensure you include people with a broad range of lived experiences in the communities you work with, including people who experience multiple intersecting forms of marginalization and/or who have various accessibility needs? In what ways do you work to ensure these people are valued and supported rather than being tokenized?

10. What are your working group’s plans for this year? What are your goals and how do you plan to achieve them?

11. How will your working group promote campus-community links at Concordia?

12. Please provide the titles and descriptions of any workshops or presentations that your group can offer on request (if any).

13. Our working groups represent part of QPIRG Concordia’s volunteer base. When we do programming and outreach on campus, we will be telling students about our working groups and how they can get involved. How can students participate in or join your working group? Are there any criteria for joining? How do you integrate new members?

14. Here is a copy of our Reciprocity Agreement (this is last year’s version). Does your group have any concerns about meeting the agreement?

15. What kinds of non-financial support would you like from QPIRG (examples listed in the reciprocity agreement).

16. If you have any promotional materials (pamphlets, flyers etc) please attach the files to your email along with this application.

17. Public Contact Information (what we will put on our website, pamphlets, etc.)

   Phone #:
   Email:
   Website:
   Social Media:
18. Write a short 50 word description of your working group for QPIRG’s promotional materials and website.

19. QPIRG’s Working Group Liaisons (at least 2 people)
   Working Group liaisons are responsible for maintaining communication with QPIRG staff and your Working Group. They will be added to our working group email list. This also means the people chosen as liaisons must commit to forwarding communications from QPIRG staff to other Working Group members as needed.

   1. Name:

   Phone #:

   Email:

   How often is this email checked?

   Prefers to be contacted via (circle one): EMAIL    PHONE

   2. Name:

   Phone #:

   Email:

   How often is this email checked?

   Prefers to be contacted via (circle one): EMAIL    PHONE

20. QPIRG Membership Listing:
   Please provide a complete list of working group volunteers who are either currently active or who have volunteered a minimum of 10 hours in the past 12 months. Also please indicate which ones are Concordia students. We need this information to determine membership for our Annual General Meeting.

21. Are you already a working group at another PIRG or a related organization? If so, please briefly explain why you also want to be a Working Group at QPIRG Concordia.

22. If you have feedback about any part of the application process please include it here.

**SECTION 2: BUDGET**
23.  
   a. Do you get funding from other sources or have the ability to fundraise? If so, please list your other funding sources here and/or briefly explain a fundraising plan. Please also indicate your other funding sources in your proposed budget below.
   
   b. If your entire budget will be from QPIRG Concordia, please explain why you are not able to get any funding elsewhere or fundraise.

24. We are requesting $_____ from QPIRG Concordia for our Working Group.

   NOTE: The maximum a group can apply for is the follow:
   - First time applying: $500, this will be your second year: $1000, you’ve been a Working Group for 2+ years: $2000

25. Please submit a detailed budget for the upcoming year (2020-21) for your entire group/project, not only how you will spend your budget from QPIRG Concordia. Be sure to include all other funding sources and all of your expenses. A budget guide is provided on the next page, if you find it useful or you can attach a budget file with your application.

   NOTE: If your budget does not balance, and you have more revenues than expenses, it is very possible that the QPIRG Concordia Board of Directors will cut the amount of money they will provide in the coming year.

   NOTE: Please only request exactly the money you need for the year, do not overestimate your budget. We have limited funds and if you ask for more than you need it could take money away from other Working Groups that need it!

SECTION 3: For Returning Working Groups

26. Please provide a brief report on your activities from this past year (can include events, projects, accomplishments, setbacks, changes to your group etc).

27. Please provide a budget report for the 2019-2020 year. This should list all of the revenues and expenses you had this past year. It does not need to be itemized and can follow a similar format to the budget template below. This can either be put directly below or can be attached along with your application.

   NOTE: If your Working Group did not spend your full budget this past year please explain why and if you are requesting the same amount, please explain how you plan to not do so again.

28. Are there ways QPIRG Concordia could have better supported your group this past year?
**Budget Guide 2020-2021**

We have included a suggested budget guide below. Feel free to add to these and/or plan your budget on a separate sheet. We must have your budget in writing to be considered at the meeting.

### REVENUE

<table>
<thead>
<tr>
<th>Suggestion (please use your own categories)</th>
<th>Details</th>
<th>Proposed Amount</th>
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<tbody>
<tr>
<td>Fundraising event(s): garage sales, car wash, bake sales, raffle, ...</td>
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<tr>
<td>Donations: $ given by individuals or groups</td>
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<tr>
<td>Grants: $ from governments or agencies for a particular project</td>
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<td>Benefit Shows or Workshop Admission:</td>
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<tr>
<td>Sale of Items: mugs, posters, T-shirts, zines, etc.</td>
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<tr>
<td>Other:</td>
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<td><strong>TOTAL</strong></td>
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### EXPENSES

<table>
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<tr>
<th>Suggestion (please use your own categories)</th>
<th>Details</th>
<th>Proposed Amount</th>
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<tbody>
<tr>
<td>Publicity: poster printing, newspaper ads…</td>
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<tr>
<td>Photocopies: at QPRIG copies are about $0.03</td>
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<td>Postage, external Long Distance phone calls and Fax:</td>
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<td>Written translation: Usually 20-25 cents per word</td>
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<td>Sign or other language translation</td>
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<td>Donations to solidarity projects</td>
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<td>Events or workshops</td>
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<td>Other</td>
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<td><strong>TOTAL</strong></td>
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