

MicroGrant Fund Reporting Guide

**THIS IS TO HELP GUIDE YOU THROUGH THE APPLICATION
PROCESS.**

PLEASE SUBMIT ALL REPORTS THROUGH THE JOTFORM

IMPORTANT INFO

**WE DO NOT WANT TO SEE ANY LEFTOVER GRANT MONEY SO USE
ALL YOUR FUNDING BY THE END OF TERM OR ACADEMIC YEAR!**

- Money cannot be kept in-pocket. All funds MUST go to the project OR sustainability of the project.
- Any assets, materials, items, or equipment purchased MUST be passed along within the group, or to a trusted AUArts faculty/staff member or technician if approved by the Association, or to the Association itself and will be kept and redistributed to future groups.
- Funds MUST be spent as agreed upon and funds must be effectively managed.
- In the event you have funds remaining, you may have to return funds to the SA depending on the amount remaining.

NOTE: MISUSE OF FUNDS OR FAILURE TO MEET REPORTING DEADLINES WILL EFFECT YOUR FUNDING ELIGABILITY

➡ MINOR OFFENCE – your funding will be reduced in the future.

➡ MAJOR OFFENCE – your group and its directors will be ineligible for future funding.

Reporting Information

Successes

This is where you explain what worked and if things went as planned in your proposal.

- Did you achieve your goals? Are you happy with what you achieved?
- How many people showed up to your events / meetings?
- List your accomplishments and outline what you think contributed to the success of the project(s).

Lessons Learned

What didn't work? It's also important to discuss your outcomes realistically and identify opportunities for growth. The goal of sharing lessons learned is to support future success.

Explain what you hoped you would accomplish, what actually happened, and why (or your best understanding of why) the result was different.

Then, frame the lessons you learned as actionable takeaways for the future.

Impact

How did this initiative impact the creative community on campus and the well-being of participants?

- Did participants learn a new skill? Do they feel more confident in their abilities?
- Did you make new and important connections with peers or external organizations?
- Did you raise money? How much? for what?
- What are the takeaways – Did participants learn new things? Do participants feel supported? How did this positively impact the mental or physical well-being of participants?

Future Planning + Sustainability

This is where you outline your future goals.

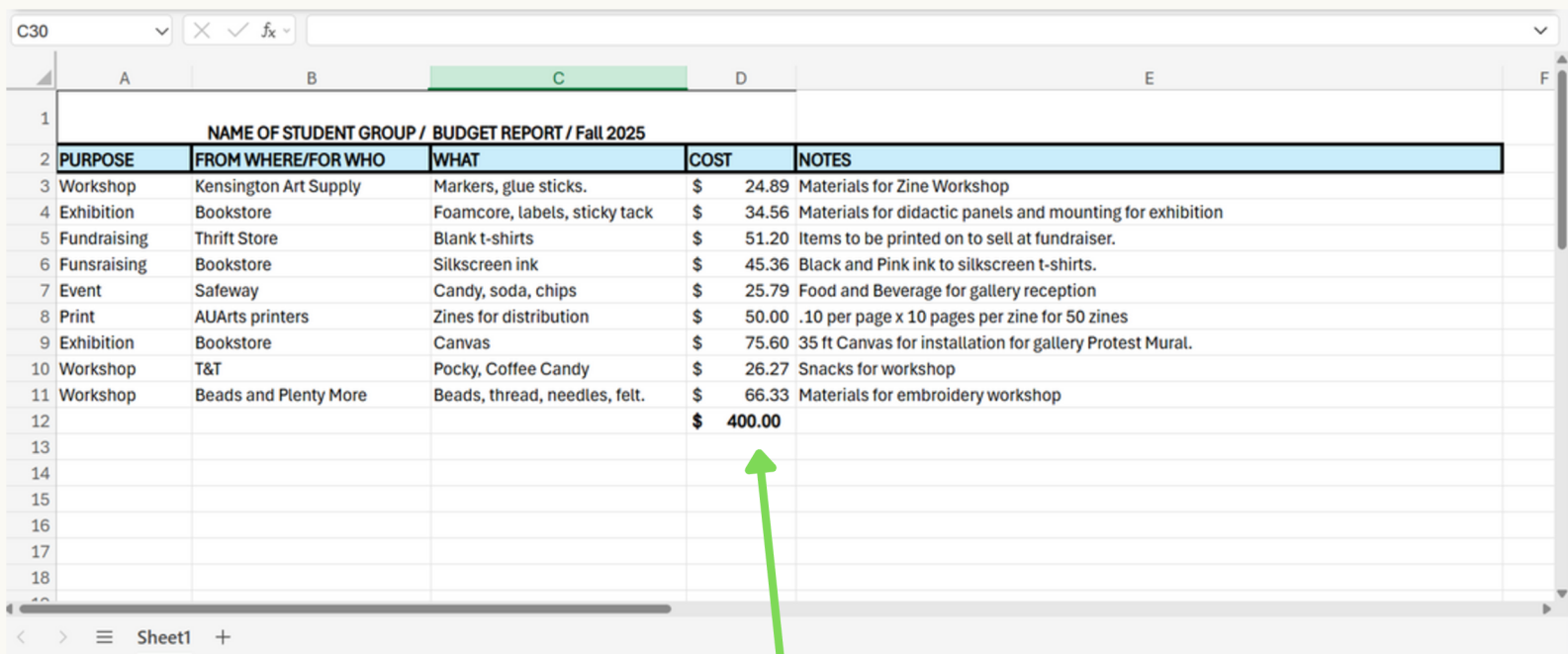
- Are you planning on doing similar programming during the next academic year?
- Are you wanting to try something else?
- Do you have a succession plan to coach newer students on how to run a gallery/club/initiative so they can take over when you've graduated?
- If you are graduating – please provide the names and emails of the folks who are taking over next year.

IF APPLICABLE – If you have purchased items or equipment with this funding, please outline a plan as to how these items/equipment will be passed on and kept within the group as none of these things can be taken home for personal use. All things **MUST** remain **ON CAMPUS** accessible to **ALL** within the group.

Budget and Receipts

In your report – include how much you originally received and give us a breakdown of how the funds were used. You will also need to compile ALL receipts into a PDF and upload to the jotform.

Please see the example below:



NAME OF STUDENT GROUP / BUDGET REPORT / Fall 2025				
PURPOSE	FROM WHERE/FOR WHO	WHAT	COST	NOTES
Workshop	Kensington Art Supply	Markers, glue sticks.	\$ 24.89	Materials for Zine Workshop
Exhibition	Bookstore	Foamcore, labels, sticky tack	\$ 34.56	Materials for didactic panels and mounting for exhibition
Fundraising	Thrift Store	Blank t-shirts	\$ 51.20	Items to be printed on to sell at fundraiser.
Fundraising	Bookstore	Silkscreen ink	\$ 45.36	Black and Pink ink to silkscreen t-shirts.
Event	Safeway	Candy, soda, chips	\$ 25.79	Food and Beverage for gallery reception
Print	AUArts printers	Zines for distribution	\$ 50.00	.10 per page x 10 pages per zine for 50 zines
Exhibition	Bookstore	Canvas	\$ 75.60	35 ft Canvas for installation for gallery Protest Mural.
Workshop	T&T	Pocky, Coffee Candy	\$ 26.27	Snacks for workshop
Workshop	Beads and Plenty More	Beads, thread, needles, felt.	\$ 66.33	Materials for embroidery workshop
			\$ 400.00	

**Should equal as close to your original budget as possible.
It is okay if you are a few dollars under budget.**



THANK YOU!

Many of the amazing things that happen on campus are because of student's like you who want to invest their time and give back to this creative community.

Our student body is filled with so many innovative and passionate people and it is an absolute joy to be able to potentially support ya'll in your endeavors in connecting the community!

If you have any questions or need support in putting together your report please feel free to contact us – We're happy to help!

QUESTIONS?

Phone

403-284-7625

Website

www.auarts-sa.ca/student-groups

Drop In

11am – 4pm Monday – Thursday
Room 335 – 1407 14 Ave NW,
Calgary AB, T2N 4R3

Email

studentgroups.sa@auarts.ca