



MSS Advancement Project (MAP) Grant

The MSS Advancement Project (MAP) Grant is a one-time funding opportunity for student initiatives and projects that target and serve **McGill Medical Students**. Although the project can have positive impact on other communities and parties, the primary goal of the MAP should aim to **address a specific need** that the applicant clearly identifies in the MSS student body.

The funding for MAP stems from a cumulative MSS funds over many cohorts of students. For this reason, the impact of the initiative/project must also reach future cohorts and bear potential for sustainability.

MAP Grants Program Guidelines

1. Eligibility

1.1. In order for initiatives to be eligible to receive a MSS Advancement Project (MAP) Grant, the initiative must fulfill the following criteria:

i. The applicants must be medical students who are current members of the McGill Students' Society (MSS), including MD-PhD students undergoing their PhD and students on leaves of absence. MSS does encourage collaboration and partnership with other stakeholder bodies as necessary for project success; however, submissions must come from the involved MSS student(s) or student group(s).

ii. The applicants must be willing to lead this project with the oversight of MSS council.

iii. The applicants must not be requesting funding for ineligible expenses as per section 1.2.

iv. The initiative must not have significant potential to result in harm to an individual or group.

1.2. MAP grants will not fund the following expenses:

i. Individual academic research.

ii. Conference funding (either travel or conference fees) for individual students.



- iii. Those related to an event or initiative which involves gambling.
- iv. Compensation to medical students or other initiative-involved students for their time working on an initiative.
 - a. Exception: In the case where a student *not* affiliated with the initiative is hired to provide a service which the initiative organizers would otherwise have been required to pay a significant amount to an external company for (e.g. hiring a company for app development), the MAP coordinator may approve a reasonable honorarium payment, if a formal receipt/invoice of services rendered, including all specifics of the service provided, along with particulars for number of hours spent can be provided.
 - b. Exceptions will be made at the discretion of the MAP coordinator, in conjunction with the MSS VP Finance.

1.3. The maximum amount of funding that may be requested via a MAP may vary from year to year. For the 2018-2019 academic year, the total amount of MSS funds available is \$5,000.

- i. If an initiative's overall budget is over \$5,000, the applicants should contact the MAP coordinators at president.mss@mail.mcgill.ca and vpinternal.mss@mail.mcgill.ca.
- ii. If applicable, it is expected that MSS have the opportunity to be recognized in the same way as any other sponsor who contributes an equivalent financial amount to the initiative or event receiving MAP funding.

2. Adjudication and Result Notification Process

2.1. All MAP applications will be evaluated based on the following criterias

- i. Enhancement of the experience of MSS students with respect to their education, wellbeing, representation, environment or otherwise.
- ii. Sustainability and/or long-term impact of initiative.
- iii. Practicality and level of detailed planning evident in the initiative proposal.
- iv. Clarity, specificity, and transparency of itemized budget.
- v. Initiative is anticipated to have an impact for MSS members program-wide, as opposed to a specific group only.



2.2. The evaluation of all applications, as well as final funding decisions, will occur within four weeks from the application deadline.

2.3. The adjudication process for MAP applications is as follows:

Following the application deadline, all MAP applications will be evaluated by the MAP committee composed of the MSS President, MSS VP Internal Affairs, VP Finance, and 3 other elected MSS members. If necessary, other members of the MSS council will be consulted.

2.4. The adjudication committee may decide to fund the full amount requested by an initiative application, or they may decide to provide partial funding.

- i. If only partial funding is provided, the confirmation letter may indicate which portions of the proposed budget that the MAP is able to provide funding for. In this case, reimbursement will not be provided for any part of the provided budget other than that specified in the letter.

3. Distribution of Awarded Funds

3.1. Once applicants have been notified of the success of their initiative in receiving funding, the MAP committee will discuss funding process for the project on a case-by-case basis.

3.2. It is the responsibility of the MSS VP Finance to check that submitted expenses are eligible and align with what funds were requested for in the original MAP application.

3.3. If an applicant wishes to modify their budget after they have been notified that their application is successful, they must request formal approval from the VP Finance.

- i. Budget changes may be approved at the discretion of the MAP coordinator and MSS VP Finance.
- ii. If an expense that was not part of the initial approved application and has not been approved by the MAP coordinator, no reimbursement for this item shall be given.

Timeline

Applications: March 17th, 2019 - April 14th, 2019

Interviews: May 2nd, 2019 (6:30-9:30PM)

Release of funding decisions: May 9th, 2019

Mandatory meeting with relevant MSS executives: May 2019