



MUN Funding Guides for Travel Conferences 2019/20

**Seattle - Vancouver - Berkeley -
Harvard - New York**



MUN Funding Guides: Arts Students (AUS)

Arts students of MUNSA! **AUS** offers a grant that can help you attend Model UN conferences. Here's how to apply for the AUS's **Student Conference Grants** (please note that if you're in an economics/BIE program, see the VSEUS MUN Funding Guide instead):

1. Visit <http://www.ubcaus.com/club-conference-funding>, and scroll down to conference grants to review the details of the grant. **The grant covers half of your conference costs, up to \$500. However, you can only apply for this grant once a year, so use it wisely!** There's no deadline for the grant application.
2. On that website, download this document:
<http://aus-arts.sites.olt.ubc.ca/files/2013/10/Student-Conference-Grants.docx>
3. Fill out the requested fields. For conference information, input the exact name of the MUN conference, and check the website carefully for the organizers. For example, for NWMUN the organizers would be **The Northwest Association for Global Affairs (NWA)**; for UBCMUN the organizers would be the **International Relations Student Association (IRSA)**; and so on.
4. For **Supplementary information**:
 - a. **Tabulate your budget**, including all your expected revenues and expenditures regarding the conference. This would likely include the fee you pay to MUNSA for the conference, transport, and discounted hotel rate. It's important to **itemize** each segment (tabulate separately), for purposes of clarity.
 - b. **The statement of academic purpose** is your chance to explain how MUN conferences provide you with a stimulating academic experience. Think carefully about what you learn by going to conferences. Some things to mention could include how you develop a deepened understanding of international relations, political science, or perhaps international law by attending these conferences. After this, you could discuss how MUNSA develops your teamwork, negotiation, and public speaking skills. Make sure it's personally relevant! Don't just think about what MUNSA markets itself as; think about how MUNSA has helped **you** develop skills.
 - c. **A letter of endorsement of support by an academic advisor or instructor**: Here's why it's crucial to get to know your best professors and TAs – building connections with them will help you when they know that you're a capable and determined student, and when they want to see you develop your skills beyond the classroom – like at MUN conferences! When thinking about whom to contact for this letter, it's likely a good idea to focus on the polisci or international relations connected professors you've had – their recommendations would hold the most sway for MUN. However, if your anthropology professor (for example) has been your most supportive professor and has helped you out a lot in the past, by all means contact them first! Pick someone who can best speak to your character.
5. You're almost done! Just email your application and supporting documents to aus.grants@ubc.ca.



VSEUS

MUN Funding Guides: Econ Students (VSEUS)

Econ students of MUNSA! The **Vancouver School of Economics Undergraduate Society (VSEUS)** offers Economics and BIE students at UBC a **Student Initiative Grant** that could be used towards MUN conferences.

To apply, follow these steps:

Look over this website: <https://vseus.ca/student-grants> and follow the link to the grant application form (as of the writing of this guide, it appears to be unavailable). We'll update you when this grant becomes available!



Science
Undergraduate
Society

MUN Funding Guides: Science Students (SUS)

Science students of MUNSA! **SUS** offers a **Student Initiative Grant**, which can help you cover your finances for attending MUN conferences. Here's how to apply:

1. Visit <https://sus.ubc.ca/sus-grants/> where you can find the most up-to-date application for the Student Initiative Grant; here's the current one: https://sus.ubc.ca/wp-content/uploads/2016/09/fullname_sigrant.docx
2. This grant covers **up to 50% of your costs, up to 500\$** (whichever is less). You can only apply **once per year**, so choose which conference you want to fund wisely!
3. Fill in the necessary fields on the application.
 - a. The nature and purpose of this initiative or research project
 - b. Your intellectual contribution to this initiative or research project
 - c. How this initiative fulfills an unmet need among science students, OR the significance of your research work
 - d. How this opportunity is related to your future goals
 - e. Description (and cost-breakdown) of what the grant will be used towards
4. For point a), discuss Model UN and what we do in the club and at conferences, and why science students are attending MUN conferences.
5. For point b), you might have to be a little imaginative. During committee sessions at MUN conferences, we often discuss issues like the scope of genetic testing, GMOs, sharing and dissemination of technology and scientific knowledge, health issues, etc. With this in mind, you might want to describe how attending MUN conferences provides science students with unique opportunities to discuss scientific issues in the context of international relations and global policy, and how current initiatives do not sufficiently address the need for science students to explore the interactions among science, global politics and economics. Be creative!
6. Point c) is a bit challenging. You could describe how many of these conferences are high-profile, with important figures in international politics often speaking at them and supporting them, and how sending science students to these conferences will allow the scientific ideas and principles that SUS supports and fosters to be discussed on a global stage. Be careful with your wording for this one!
7. For point d), you could discuss how attending the conference will enable you to become a more confident presenter of academic topics and research, and improve your research and writing skills.
8. For point e), you could explain briefly how the fees you are paying facilitate your transportation to and from, accommodation at, and participation in the conference.
9. Note these instructions: **The outline must not exceed 750 words, and the formatting requirements are size 12 Calibri/Arial font with 1.5 line spacing.**
10. You'll also need to attach a **tabulated, itemized budget**. It's important to look at the fees you're paying to MUNSA for the conference and itemize them by accommodation, transport, conference fees, etc.
11. You'll need to attach letter(s) of support/endorsement from professors or TAs you've

worked with closely. If you know an instructor who would support you in your endeavours to attend MUN conferences, ask them for a reference!

12. (There's a bonus question: they want you to send them "your finest meme". Try your best!)

13. You're almost done! Just submit the complete application at this form:

https://docs.google.com/forms/d/e/1FAIpQLSdDIJrGziyYKOiY4Sfrg90L3JS2SLGafHLP-ZEH1Z_xA1tFhQ/viewform



commerce
undergraduate
society

MUN Funding Guides: Commerce Students (CUS)

Commerce students of MUNSA! The **Sauder School of Business** offers **UGO Student Experience Grants**, which can help you cover fees for attending MUN conferences. Information can be found at <https://mybcom.sauder.ubc.ca/courses-money-enrolment/scholarships-and-funding/student-experience-grants>. Here's how to apply:

1. Go to https://ubc.ca1.qualtrics.com/jfe/form/SV_cuMNUelpeskrOpn to check for the latest version of the application form. Fill out the application (we are unable to lay out this application process ahead of time because of the layout of the application, but let us know if you have any questions!

The **Commerce Undergraduate Society (CUS)** offers **External Conference Grants** through ExCo. You can find more information here: <https://www.excocus.com/about>; the application form is here: https://docs.wixstatic.com/ugd/093c50_1e7fbebcaad44916b0e36b4d7bbef0bb.pdf

1. Prepare a one-page resume and one-page cover letter. In the cover letter, "Describe the conference in 2-3 sentences and how it will link directly to your studies at Sauder". Because Model UN conferences are not one of the "listed" conferences, you will also need to justify why it would be valuable for you to attend the MUN conference you're applying to.
2. Fill out the relevant information on the application form linked above, and put the resume, cover letter, and application together in a single PDF.
3. Submit this single PDF to externalconferences@cus.ca **at least two weeks** before the conference – otherwise they won't accept the application!
4. You will be reimbursed after the conference once you submit all of your expenses (receipts and credit/debit card statements), three pictures of yourself, and a 200-250 word summary of your trip to externalconferences@cus.ca within 30 days of the conference.



E MUN Funding Guides: Engineering Students (EUS)

Engineering students of MUNSA! The Faculty of Applied Science offers a **Professional Activities Fund (PAF)** which, among other things, offers subsidies for engineering students travelling to conferences (which could include Model UN conferences). Please check this website for the latest information: <http://paf.engineering.ubc.ca/apply-here/travel-conferences/> The amount of funding provided scales with the conference's distance from UBC, as follows (please note that, as a delegate, you are not representing UBC Engineering and so your funding for MUN conferences falls under the "Non-Representative" category):

	Representative	Non-Representative	Year Trip
TRAVEL	<i>Funding is allocated based on the region of travel, up to the maximum amounts below:</i>		
Region 1: BC and WA	\$75/student	\$50/student	\$50/student
Region 2: Western Area*	\$250/student	\$150/student	\$150/student
Region 3: North America	\$350/student	\$200/student	\$200/student
Region 4: International	\$600/student	\$300/student	\$300/student
ACCOMMODATION	<i>Accommodation is subsidized for the lesser of 7 nights or the minimum duration of the conference or trip. NOTE: PAF does not fund meal costs. Accommodation will not be funded for local conferences.</i>		
	\$30/student/night	\$30/student/night	\$30/student/night
CONFERENCE FEES	<i>PAF will subsidize 75% of conference fees, up to the maximum below. If fees include accommodation, that will be counted in the accommodation category as above and subtracted from the conference fee before assessment.</i>		
	\$200	\$200	\$200
MAXIMUM FUNDING	<i>PAF Funding shall not exceed the indicated percentage of the trip's budget. Costs not covered in the above categories (ex: food) will be removed from the total budget at the T+C committee's discretion.</i>		
	75%	50%	25%

Engineering (con't): Here's how you can apply for PAF for MUN funding:

1. Go to the website with the application form: <http://paf.engineering.ubc.ca/apply-here/travel-conferences/>. Verify the category of funding for which you're eligible, using the table (displayed above and on the website).
2. Download the latest Travel & Conferences application preparation form from the link below the words "Application Procedures" (<https://engineering-paf.sites.olt.ubc.ca/files/2019/08/PAF-TRAVEL-AND-CONFERENCES-APPLICATION-v2019.pdf>)
3. Prepare your application using the document. For 'organization', put in "Model United Nations Student Association at UBC".
4. Now, go to your application form document. Fill in the fields of personal info.
5. **Important note:** if you are applying PAF towards NMUN NYC, answer "Yes" to "Has this trip/conference been previously funded by PAF". For other conferences, ask the execs if you are unsure whether PAF has been applied towards the conferences by UBC students in the past.
6. List the times, if any, for which you've applied for PAF during the application cycle (one academic year).
7. For **Event Summary**, describe the conference and Model UN in general, focusing on how the conference connects to engineering. The best approach to take here would be to discuss how MUN conferences help you develop your understanding of **sustainability** and critical thinking, and communicative, teamwork, and creative skills; these skills are highly complementary to UBC's engineering curriculum. Past experience with applications for this grant has shown that a focus on the holistic nature of UBC's Engineering program, and how MUN enhances this holistic approach through the development of a wide variety of skills, would be helpful. Additionally, there's some similarity between collaborating on a comprehensive resolution to a global issue, and collaborating on a comprehensive solution to an engineering challenge.
8. For **Impact on UBC Engineering Student Learning**, you could further discuss how MUN helps engineering students develop collaborative and communicative skills. Be creative, and come up with **direct, short-term, and long-term benefits** to your skills as an engineering student that MUN conferences bring you.
9. For **Funding Type**, select **Non-representative**. This category is for students who are **not representing UBC Engineering at the conference** (this would be the category for people attending something like MUN).
10. For **Region of Travel**, here's a quick reference: **UBCMUN** and **NWMUN Seattle** are **BC and WA**; **UCBMUN** is **Western Area**; **HNMUN Boston** and **NMUN NYC** are **North America**.
11. For **How many nights' accommodation is required?**, it might be safest to only input the number of nights required to attend the conference itself (not the extra time we spend in each city around conferences like NMUN).
12. Use the table template at https://engineering-paf.sites.olt.ubc.ca/files/2019/10/PAFTemplateBudget_TC_V2.0.xlsx (or latest version under "Application Procedures" on the website to input **an itemized (each source of money and expense separately) budget**).
13. In Beneficiaries, input the size of the UBC delegation (check with an exec to confirm numbers).
14. You're almost done! Now return to the website and input everything you've prepared into the **T&C Application Form** on the sidebar (<https://paf.engineering.ubc.ca/apply-here/travel-conferences/tc-application-form/>) then click **Submit**.