THE SPARK GRANT

2026 Program Guidelines

Program Overview
The Spark Grant program provides small-scale funding (up to $500 per project) to students who want to design and deliver events that strengthen community, belonging, and engagement at Langara. The program empowers students to bring their ideas to life, activating shared spaces and reflecting the diverse interests of our campus community.

Program Goals
The Spark Grant program is designed to:
- Increase student engagement by supporting events that reflect student interests and ideas.
- Encourage creativity, leadership, and collaboration among students through hands-on project delivery.
- Strengthen connections between students, staff, and faculty by creating shared experiences on campus.
- Promote equity and inclusion by ensuring resources are accessible to students from diverse backgrounds.
- Support student-driven initiatives that contribute to a vibrant, welcoming campus culture.

Eligibility
- Open to all currently enrolled Langara students.
- Students may apply individually or in groups.
- Projects must be student-led and designed to benefit the wider campus community.
- Not eligible: fundraising initiatives, projects already underway, exclusive events, or expenses that provide personal profit.

Grant Amounts
- Each approved project can receive up to $500 in funding.
- Projects may request less than the maximum amount.
- Funding is limited and approval is not guaranteed.

Application Process
- Applications are accepted on a rolling basis during the semester.
- Application results typically take up to 15 calendar days.
- Funding will be distributed until the term's set allotment is reached.
- Projects must be completed within three months of funding approval.
- Support will be available through the Student Life team for logistics, planning, venue booking, and promotion.

Application Questions

1. Applicant / Contact Info
   a. Name (person or group)
   b. Contact person + role
   c. Mailing address / postal code
   d. Langara email
   e. Phone number
   f. Student number
2. Project Overview
   a. Project title
   b. Proposed start date / end date
   c. Location(s) of project
   d. Detailed project description: What will you do, step by step?
   e. Target audience / participants
   f. Estimated number of participants
   g. Outreach & recruitment: How will people join / hear about it?
   h. Implementation timeline (milestones)
   i. Are there any potential health and safety risks and what mitigation measures might be necessary?
   j. Any additional information you want the reviewers to know?
   k. Itemized budget of expenses (with cost estimates and sources) [upload]
   l. Total amount requested
3. Outcomes & Impact
   a. Which of our program's goals / outcomes does your project address? (List)
   b. Describe how your project will lead to those outcomes.
   c. How will you know if you succeeded? (Metrics, evaluation methods)
   d. What is the expected short-term impact? What about long-term?
   e. Are there partnerships, collaborators, or community groups you'll engage? Describe their roles.
4. Qualifications & Team
   a. What relevant experience or skills do you or your team bring?
   b. Why are you motivated to run this project?
   c. If there are additional team members: list them and their roles.

Final Report Questions

1. Provide a brief overview of your event or initiative.
2. What was the total number of participants in your event or initiative?
3. How closely did your event results match your defined measures of success?
4. Please share any successes, challenges, and lessons learned.

Example Projects

Skill Swap Fair: Students organize a full day "Skill Swap Fair" where peers share and learn quick, practical skills. Anything from making dumplings to bike repair or basic sign language. The format encourages movement between stations and spontaneous connection across programs. The event uses reusable materials and shared tools to keep costs and waste low.
- Grant support: $450 for materials, signage, and light refreshments.
- Outcomes: 60 students participate across six sessions. Post-event surveys show 94% of attendees learned a new skill and 88% met someone new outside their program. Organizers gained experience in outreach, communications, and coordination.

Art for the Mind - Creative Break Station: During midterms, students set up a drop-in craft station in the A-Foyer where passersby can make small items like origami, friendship bracelets, or affirmation cards. The space provides a calming, hands-on outlet and fosters casual conversation between students. Materials are recyclable or reusable, and the station is designed to be easy to re-create in future semesters.
- Grant support: $180 for art materials and display boards.
- Outcomes: 46 students participate over two days. 88% report feeling less stressed after the activity, and 82% say it improved their focus or mood. Organizers gained experience in engagement, logistics, and creative facilitation.

Langara Greens - Campus Clean-Up and Picnic: Students coordinate a campus-wide clean-up of outdoor spaces, followed by a bring-your-own-lunch picnic with music and games. The event promotes collaboration, care for shared spaces, and environmental awareness. Participants receive native seed packets and a sustainability fact sheet, encouraging continued engagement beyond the event.
- Grant support: $400 for clean-up supplies, signage, and activity materials.
- Outcomes: 45 participants collect 18 bags of waste and invasive plants; 93% report feeling more connected to campus and likely to participate again. Organizers gained experience in promotion, collaboration, and event planning.

Game Night in the T-Gallery: Students transform the T-Gallery Lounge into a welcoming space for a casual evening of board games and trivia. Volunteers host themed rounds, and prizes are provided through local partnerships. The event uses existing campus games and repurposed decor from past Student Life activities to reduce material use.
- Grant support: $500 for prizes, supplies, and light snacks.
- Outcomes: 84 attendees take part; 67% report meeting someone new, and 95% say they would attend a similar event again. Organizers gained experience in event management, community building, and coordination.

NOTE: The 'Grant support' line is not reflective of an acceptable budget and is only to serve as an idea of the expenses a project might incur. Budgets must include more detail.

Selection Criteria
Applications will be reviewed for:
1. **Alignment & Purpose**: How well the project supports the program's goals of community building, belonging, and student engagement. Projects should clearly demonstrate how the activity contributes to connection and reflects program intent.
2. **Impact & Inclusivity**: Assess the project's reach, accessibility, and potential for lasting influence. Consider how many students may be engaged, whether participation is open and welcoming, and if the project can create meaningful, enduring outcomes for a broad range of the campus community.
3. **Feasibility & Planning**: Clarity and realism of the project plan, including achievable timelines, resource needs, and alignment with budget and available support. Projects should be implementable within the constraints of time, space, and funding.
4. **Budget & Resource Use**: Reasonableness and appropriateness of the proposed costs. Budgets should be itemized, balanced, and limited to eligible expenses, demonstrating responsible use of funds.
5. **Student Leadership & Initiative**: Evidence that students are leading the project, taking primary responsibility for planning and delivery, and demonstrating initiative, creativity, and collaboration.
6. **Engagement, Creativity & Value**: Originality and interactivity of the project, and its potential to provide a meaningful, engaging, or memorable experience for participants. Projects should add value to campus life.
7. **Safety, Sustainability & Compliance**: Adherence to college policies, health and safety standards, accessibility requirements, and environmentally responsible practices. Risks should be identified and managed appropriately.
8. **Reflection & Evaluation Plan**: Clarity in how outcomes will be measured or shared. Applicants should provide specific evaluation methods, such as attendance tracking, participant feedback, or a reflective summary.

Reporting Requirements
- Submit receipts for all approved expenses to Student Life.
- Submit a regular progress report to Student Life and immediately report any issues affecting the initiative's outcomes.
- Provide a short project report within two weeks of completion, including:
  - Event summary, participation numbers, surveys, or other analytics.
  - Successes, challenges, and lessons learned.
  - Photos or videos that may be shared publicly.
- Reports may be used to showcase student projects and inspire future applicants.

Expenses

	ITEMS	NOTES
ELIGIBLE	Materials and supplies	Art supplies, decorations, food for participants
	Space rental or setup fees	If not provided by Langara (AV support available)
	Local transportation	Transportation for presenters or materials
	Professional or specialized services	Guest facilitators, performers, cultural practitioners
	Honoraria	Up to $100/guest presenter (Exceptions considered)
	Modest prizes	Must support engagement or learning outcomes
	Equipment rental	Rental of equipment not available through Langara

	ITEMS	NOTES
INELIGIBLE	Payment to applicants	Funds cannot be used to compensate members of the project team, even if they are also a presenter etc.
	Expenses that primarily benefit one student club or group.	Expenses that primarily benefit a small or exclusive group, unless part of programming is designed to serve broader or underrepresented communities
	Past or current projects	Projects that have already taken place or are underway
	Operational costs	Ongoing expenses not tied to the project
	Donations or political activity	Charity contributions, fundraising, advocacy
	Alcohol or restricted items	Includes cannabis and similar products

Budget Guidelines

The Spark Grant encourages responsible financial planning and transparency. Applicants should prepare a detailed budget for their project using the provided budget template available on the Spark Grant homepage.

Key Requirements:
- **Line Items**: Include each expense, its cost, a justification, and a link to an example or source to verify the cost.
- **Outside Funding**: The Spark Grant should be the primary source of funding for the project. Additional funding is allowed but must be confirmed. If not, provide a contingency plan showing the project can proceed without it.
- **Free Access**: All Spark Grant events must be free for students; ticket sales or fees are not allowed.
- **Receipts & Reporting**: Keep all receipts and submit them as part of project reporting. Receipts must include only items utilizing grant funds.

Contact

For questions, support, or help with your application, contact the Student Life Team. All queries will be responded to within 2 business days
Email: studentlife@langara.ca
Office: The Hub, A140