



Policy Name:	Campus Groups Grants Policy		
Category:	Campus Groups	Policy #	CG-4

Preamble

The USSU understands the importance of a thriving, vibrant campus group community. Campus Group Grants are available to student groups to support their work and contributions to the student experience. While USSU funding can help a great deal, it is not intended to subsidize all costs incurred by a group completely. Groups are encouraged to become financially sustainable through a collection of modest membership fees, event revenue, and external grants and sponsorship. The campus group committee reserves the right to interpret this policy as they deem reasonable.

1. Eligibility

1.1. All USSU Ratified Campus Groups in good standing with no outstanding debts to the USSU are eligible to apply for funding. Suppose a funding request is submitted prior to the end of the Academic Year for an event to be held within the first twenty-one (21) days of the next Academic Year (May 1- May 21). In that case, Campus Groups are eligible to receive funding on the basis of their previous year's ratification status.

1.2. The USSU does not disburse funds for:

- direct donation to a charity (either for the organization or for other causes);
- the cost of alcohol served at any event;
- the general operating and administrative costs of the organization;
- graduation banquets;
- travel expenses.

1.3. Preference is given to applications that show environmental, social, and financial responsibility. The funds must not be for the direct personal benefit of a few individuals. Still, they must be used towards serving the membership of the organization and the student community that the group serves.

2. Grant Options

2.1. There are many grants to satisfy the needs of campus groups and encourage programming and critical areas of importance.

3. Project and Initiatives Grant

3.1. Purpose

The Project and Initiative Grant is available to campus groups taking on special programming that helps achieve their mission, complements the USSU's values, and enhances the student experience.

3.2. Amount Available

Student groups are entitled to a **maximum combined total of \$1,000** per academic year. This sponsorship may be used in the following way:

- **Business Credit (up to \$1,000 per year)** - Groups may apply for credit at XL Print and Design, Louis' and Louis' Loft. This credit will not cover alcohol costs.
- **PepsiCo (up to \$500 per year)** - Groups may request Pepsi products from the USSU.
- **Cash Sponsorship (up to \$500 per year)** - Groups may apply for reimbursement of cash expenses. Purchases requiring reimbursement must be made after a notice of approval has been issued by the VP Operations and Finance. These expenses will be reimbursed to the group following delivery and review of all related receipts, invoices and proof of payment.

Note: The kinds of sponsorship described above can be used independently or can be combined. Your group is entitled to \$1,000 in support through the Project and Initiatives Grant.

4. Equity, Diversion and Inclusion (EDI) Grants

4.1. The USSU supports and encourages the work of student groups in critical areas of importance. These grants are available in addition to the \$1,000 available through the Project and Initiatives Grant. These grants are available to groups that have mandates or membership that highlight these communities and all other student groups that develop programming in these areas:

- Gender and sexually diverse students (maximum \$500 per group per year)
- International students (maximum \$500 per group per year)
- Indigenous students (maximum \$500 per group per year)
- Students with disabilities (maximum \$500 per group per year)

4.2. EDI grants are competitive and will be allocated equitably at the discretion of the Campus Groups Committee. Applications for EDI grants will close in October of every academic year. The VP Operations and Finance has the right to change the deadline.

5. Sustainability Grants

5.1. Student groups are encouraged to maintain environmentally sustainable operations. To support this, groups are welcome to apply to the USSU Sustainability Fund. Applications for this grant are coordinated by the Vice President of Student Affairs and are governed by the USSU Sustainability Policy.

6. Application Requirement

6.1. In addition to the other application requirements, funding applications in excess of \$500 **must** include a presentation to the Campus Groups Committee unless otherwise indicated by the committee.

7. Application Review

7.1. Decisions to approve or deny funding will be made by the VP Operations and Finance and the Campus Groups Committee using the funding application assessment criteria. Any incomplete application with respect to the checklist form will not be considered for review by the VP Operation and Finance and the Campus Group Committee. Notice for rejection needs to be submitted to the campus group within 4 business days.

7.2. The VP Operations and Finance may disqualify any applications that are in breach of USSU or University of Saskatchewan policies. Disqualifications must be reported to the Campus Groups Committee.

7.3. The VP of Operations and Finance has the authority to approve up to \$100 in funding. These decisions must be reported to the Campus Groups Committee at the next possible meeting. These decisions can be overruled by a $\frac{2}{3}$ majority vote of the committee, excluding the VP Operations and Finance.

7.4. The VP Operations and Finance and Campus Groups Committee of USC have complete discretion to allocate the amount of funding they deem appropriate for each application based on the prescribed criteria while not exceeding funding maximums (i.e., the amount of sponsorship a group receives may be greater or less than the application amount).

7.5. All funding decisions must be reported to the University Students' Council through meeting minutes.

8. Terms and Conditions of Sponsorship

8.1. Obligations of the Student Group

- Funding must be used for the project or initiative indicated on the 'Approved Cost Form' and must be appropriate to expenses proposed in the funding application. Failure to comply with the intended use of sponsorship constitutes fraud and justifies action under Section 4.2 - Infractions.
- The student group must agree to credit the USSU as a sponsor in all advertising and sponsorship acknowledgements. The group may provide complimentary invitations to the event. The following materials will be made available to help show the USSU's support.
 - 11"x17" Posters
 - Vinyl Banner and stand (must be returned after the event)
 - USSU branding package (logo files and other collateral)
 - USSU recognition will be included automatically on materials printed using XL Credit.
- The group agrees to prepare a funding report using the template provided.
- The group agrees to submit all relevant receipts, invoices, and proof of payment in a timely manner. Failure to submit adequate documentation will result in forfeiture of funding.
- USSU logo need to be printed on all promotion materials

Note: Not following the obligations may result in no reimbursement for the proposed event or additional actions.

8.2. Obligations of the USSU

- The USSU agrees to provide products and services through its businesses and operations as per the sponsorship agreement.
- The USSU agrees to review all reported expenses and provide reimbursement for all eligible expenses.

9. Retroactive Funding

9.1. Groups are encouraged to apply for funding far in advance as possible. If a group is unable to follow the application procedure, they are able to ask for reimbursement of expenses after their project or initiative is completed. These requests will be reviewed on a case-by-case basis by the Campus Groups Committee of USC. Should the committee decide to approve funding, reimbursement must not exceed 50% of the applied expenses. This deduction encourages groups to follow the funding application procedure and compensate the USSU for forgone sponsor recognition.

10. Appeal for Rejected Grants

10.1. Decisions made by the Campus Groups Committee and the VP Operations and Finance may be appealed by the campus group by submitting a formal Notice of Appeal to the VP Operations and Finance.

10.2. The Notice of Appeal will be submitted to the USSU Executive Committee by the VP Operations and Finance.

10.3. The Executive Committee will review the funding application and will make the final decision.

10.4. Final decisions of appeal will be submitted within USC meeting minutes.

Contact Information:	Vice-President Operations & Finance: (306) 966-6967		
Policy Authority:	Campus Groups Committee		
Approvals	Board/Committee	Approvals	Motion
Adopted/Created	Executive Committee	06/18/2021	EXEC005
Amended	Campus Groups Committee	11/16/2022	CGMOTION027