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

Preamble

The USSU recognizes the importance of a thriving and vibrant campus group community. Campus Group Grants are available to student groups to support their work and contributions to the student experience. Grants should benefit the group as a whole, rather than individual members. While USSU funding can help significantly, it is not intended to completely cover all costs incurred by a group. Groups are encouraged to become financially sustainable through a collection of modest membership fees, event revenue, and external grants and sponsorship.

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. Funding applications will close **each academic year on March 31st**.

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 (e.g. insurance, banking fees, executive merchandise, etc.);
- travel and accommodation 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.

1.4. To ensure a thorough review of funding requests and to address any potential concerns, it is highly recommended to submit a funding application **at least 21 days before the project or initiative, and no later than March 31st.** This advance notice is crucial for the evaluation process and helps avoid last-minute complications.

2. Grant Options

2.1. There are several types of grants available to meet the unique needs of campus groups. The table below summarizes key information about each grant type.

Grant Type	Max Amount	Who can apply	Intent	Examples
Project & Initiatives	$1,250/year Up to $750 may be claimed as cash reimbursement. The full $1,250 may be used as business credit (e.g., Louis', XL Print).	Fully ratified group	Events must align with your group's mission and USSU values.	Guest speaker, cultural event, print credit, event supplies, and food.
EDI	$500/year per	Groups promoting EDI	Must include a learning component with long-term impact.	Anti-racism workshop, LGBTQ+ speaker panel, mentorship.
Retroactive	50% of expenses	Groups who apply after the event	Must show receipts and justification. Limited approval.	The group forgot to apply, but they have proof of spending.

3. Project and Initiatives Grant

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

3.2. *Amount Available*
Student groups are entitled to a **maximum combined total of $1,250** per academic year. This sponsorship may be used in the following way:

3.2.1. Business Credit (up to $1,250 per year): Groups may apply for credit at XL Print and Design, Louis' and Louis' Loft. This credit will not cover alcohol costs.

3.2.2. Cash Sponsorship (up to $750 per year): Groups may apply for reimbursement of cash expenses. Purchases requiring reimbursement must be made after the VP of Operations and Finance issues a notice of approval. These expenses will be reimbursed to the group following delivery and review of all related itemized receipts, invoices, and proof of payment. The fund will only be distributed to the Campus Groups account.

3.2.3. The sponsorships described above can be used independently or combined for a single purpose. Your group is entitled to a total of $1,250 in support through the Project and Initiatives Grant. **Groups may choose to use the entire $1,250 towards business credit or up to $750 cash and the remaining in business credit.**

4. **Equity, Diversity, 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 $1,250 available through the Project and Initiatives Grant. These grants are available to groups with events/projects that promote specific EDI initiatives. The premise of these events must surround promoting these causes, and there must be an active role in advocating for these specific communities.

   - 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)

   4.1.1. A learning component for an EDI grant must be designed to ensure that participants acquire knowledge, skills, or awareness that support long-term efforts toward equity, diversity, and inclusion. This may include workshops and training, mentorship or coaching, curriculum development, facilitated discussions, or panel events.

   4.1.2. Applications that focus on social events or activities lacking these educational components may still be considered under the Projects and Initiatives category; however, they may not be eligible for funding under the EDI grant.

   4.1.3. Inviting members of an equity-deserving group, such as international students, Indigenous students, gender and sexually diverse students, or students with disabilities, to attend or

participate in an event does not, in itself, make the project eligible for EDI Grant funding.

     4.1.4. Fundraisers will not receive EDI Grant funding, but will be considered under the Projects and Initiatives Grants.

    4.2. EDI grants are competitive and will be allocated equitably at the discretion of the Campus Groups Committee. There is no guarantee that campus groups that apply will receive these funds.

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 cash must include a presentation to the Campus Groups Committee unless otherwise indicated by the committee.

    6.2. All off-campus events must meet insurance requirements. Events will not receive funding until insurance has been approved. Insurance must be secured prior to the event.

     6.2.1. On-campus events involving alcohol (excluding Louis or Marquis Culinary Centre) also require insurance. Approval must be obtained before funding is granted or the event takes place.

     6.2.2. Refer to the insurance policy for more details.

    6.3. Funding requests must be for single, standalone events. If a campus group is hosting a recurring or repeating event (e.g., weekly meetings or workshops), a separate application must be submitted for each individual occurrence. This ensures each event is evaluated fairly and aligns with the purpose of the grant program.

7. Application Review
    7.1. The VP Operations and Finance and the Campus Groups Committee will use the funding application assessment criteria to decide whether to approve or deny funding. The committee will not consider incomplete applications that do not meet the checklist form requirements. Notice of rejection must be submitted to the campus group within four business days.

7.2. The VP of Operations and Finance may disqualify any applications that breach 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 meeting. A ⅔ majority vote of the committee, excluding the VP of Operations and Finance, can override them.

7.4. The VP Operations and Finance and Campus Groups Committee of USC has 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
    8.1.1. Funding must be used for the project or initiative indicated on the Funding Approval Letter and must be appropriate to the expenses proposed in the funding application.
    8.1.2. The student group must agree to credit the USSU as a sponsor in all advertising and sponsorship acknowledgments.
    8.1.3. The group agrees to prepare a funding report using the templates provided.
    8.1.4. The group agrees to submit all relevant receipts, invoices, and proof of payment **within 21 days after the project or initiative, and absolutely no later than April 30th.** Failure to submit adequate documentation will result in forfeiture of funding.

Note: Failure to comply with these 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 in accordance with 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 submit their funding applications well in advance of their event. This gives the Campus Groups Committee

sufficient time to review and respond. If a group applies after their event has taken place, they may still request funding; however, reimbursement will be limited to a maximum of 50% of eligible expenses. This policy is intended to encourage proactive planning and ensure the committee can offer support in advance.

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 the 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 Group Committee	11/16/2022	CGMOTION027
Amended	Campus Group Committee	04/02/2024	CGMOTION216
Amended	Campus Group Committee	04/03/2025	CGMOTION144