

<b>Policy Name:</b>	<b>Campus Groups Grants Policy</b>		
<b>Category:</b>	<b>Campus Groups</b>	<b>Policy #</b>	<b>CG-4</b>

## **Preamble**

The USSU recognizes the importance of a thriving and vibrant campus group community. Campus Group Grants are available to support groups' 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 cover 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.

### **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 project/event/initiative;
- the general operating and administrative costs of the organization (e.g. insurance, banking fees, executive merchandise, licensing fees, 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. They must be used to serve the organization's membership and the student community that the group supports.

**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**.

## 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
<b>Project &amp; Initiatives</b>	\$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 groups	Projects/events/initiatives must align with your group's mission and USSU values.	Guest speaker, cultural event, print credit, event supplies, and food.
<b>EDI</b>	\$500/year per	Groups promoting EDI	Must include a learning component with long-term impact.	Anti-racism workshop, 2SLGBTQQIA + speaker panel, mentorship.
<b>Retroactive</b>	Up to 50% of expenses	Groups that apply after the project/event/initiative.	Must show receipts and justification. Limited approval	The group forgot to apply, but they have proof of spending.

## 3. Projects and Initiatives Grant

### **3.1 Purpose**

The Project and Initiative Grant is available to campus groups that undertake special programming to help them achieve their mission, complement USSU's values, and enhance the student experience.

### **3.2. Amount Available**

Campus groups are entitled to a **maximum combined total of \$1,250** per

academic year. This sponsorship may be used in the following way:

- **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.
- **Cash Sponsorship (up to \$750 per year):** Groups may apply for reimbursement of cash expenses. Purchases requiring reimbursement must be made after the VP Operations & 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.
- 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. Purpose**

The USSU supports and encourages the work of campus 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 projects/events/initiatives that promote specific EDI initiatives. The premise of these projects/events/initiatives must surround promoting these causes, and there must be an active role in advocating for these specific communities.

##### **4.2. Amount Available**

- 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)

##### **4.3. Requirements**

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.

- Applications that focus on social events or activities lacking these

educational components may still be considered under the Projects and Initiatives category; however, they are not eligible for funding under the EDI grant.

- 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 a project/event/initiative does not, in itself, make the project eligible for EDI Grant funding.
- Fundraisers will not receive EDI Grant funding, but will be considered under the Projects and Initiatives Grants.

**4.4.** 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.** Campus 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 Student Affairs and are governed by the USSU Sustainability Policy.

## **6. Application Requirements**

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

**6.2.** All off-campus projects/events/initiatives must meet insurance requirements outlined in CG-3. Projects/events/initiatives will not receive funding until insurance has been approved. Insurance must be secured prior to the project/event/initiative.

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

**6.3.** Funding requests must be for a single, standalone project/event/initiative. If a campus group is hosting a recurring or repeating project/event/initiative, a separate application must be submitted for each individual occurrence. Multiple

projects/events/initiatives should be placed in separate applications. This ensures each is evaluated fairly and aligns with the purpose of the grant program.

## 7. Application Review

**7.1.** The Vice-President Operations & 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 Vice-President Operations & 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 two-thirds majority vote of the committee, excluding the Vice-President Operations & Finance, can override decisions.

**7.3.** The Vice-President Operations & Finance may disqualify any applications that breach USSU or University of Saskatchewan policies. Disqualifications must be reported to the Campus Groups Committee.

**7.4.** The Vice-President Operations & Finance and the Campus Groups Committee 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 Campus Group***

- Funding must be used for the project or initiative specified in the Funding Approval Letter and must correspond to the expenses outlined in the funding application. The group agrees to use the funding for purchases **before the funding expiry listed in the Funding Approval Letter**. Purchases made beyond the expiry date will result in the forfeiture of funding;
- The campus group must agree to credit the USSU as a sponsor in all advertising and sponsorship acknowledgements;
- The group agrees to prepare a funding report using the templates provided;
- The group agrees to submit all relevant receipts, invoices, and

**proof of payment within 21 days after the project/event/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 project/event/initiative 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 terms of 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 project/event/initiative. This gives the Campus Groups Committee sufficient time to review and respond. If a group applies after their project/event/initiative 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 Vice-President Operations & Finance may be appealed by the campus group by submitting a formal Notice of Appeal to the Vice-President Operations & Finance;

**10.2.** The Notice of Appeal will be submitted to the USSU Executive Committee by the Vice-President Operations & 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.

<b>Contact Information:</b>	Vice-President Operations & Finance: (306) 966-6967		
<b>Policy Authority:</b>	Campus Groups Committee		
Approvals	Board/Committee	Approvals	Motion
Adopted/Created	Executive Committee	06/18/2021	EXEC005
Amended	Campus Groups Committee	11/16/2022	CGMOTION028
Amended	Campus Groups Committee	04/02/2024	CGMOTION216
Amended	Campus Groups Committee	04/03/2025	CGMOTION144
Amended	Executive Committee	06/25/2025	EXEC016
Amended	Campus Groups Committee	01/26/2026	CGMOTION039