Student Group Grant Program Mandate

The University of Alberta and the Students’ Union aspire to create an exceptional and life-changing university experience for students through extra-curricular offerings that integrate learning, discovery, and citizenship to develop the intellect and imagination, educate leaders, and enhance a global perspective. To receive funding, an organization must demonstrate a benefit not only to its own group, but also to the campus community and those participating in any event or conference. The groups should benefit both in the short term and also in the long term by becoming more self-sufficient and capable.

I. Granting Deadlines 2017 - 2018

<table>
<thead>
<tr>
<th>Applications open</th>
<th>Application Deadline</th>
<th>Activity/Conference has to fall within:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 01 - 31</td>
<td>May 31, 2017</td>
<td>July 19 - Dec 31, 2017</td>
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<tr>
<td>Sept 01 - 30</td>
<td>Sept 30, 2017</td>
<td>Jan 01 - April 30, 2018</td>
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<tr>
<td>Jan 01 - 31</td>
<td>Jan 31, 2018</td>
<td>May 01 - Aug 31, 2018</td>
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DEADLINE: 11:59PM. LATE SUBMISSIONS WILL NOT BE ACCEPTED.

https://www.su.ualberta.ca/services/studentgroups/granting/
II. The Grants

1. **Start-Up Grant**: This grant is intended to offer initial funding to new groups so that they can begin to increase their presence and visibility on campus, recruit new members and develop the material capacity to carry out their desired operations on campus.

2. **Re-Start Grant**: This grant is intended to offer financial support to groups that have experienced a severe decline in capability on campus from previous years. This may be a result of a poor financial year or failed transition process resulting in a drastic loss of membership, participation, basic resources and visibility on campus. The grant must contribute to an existing plan to bring their group back up to functioning capacity, visibility and/or membership.

3. **Conference Grant**: This grant is intended to offer financial support to groups that wish to engage in representative activities off campus at events hosted by a third party.

4. **Activity Grant**: This grant is intended to offer financial support to groups that are primarily planning and hosting an event. Consideration will be given in particular to events on campus and in the Edmonton community, but accessible events beyond the city will also be considered.

III. Eligibility

For a group’s application to be considered, the following criteria must be met. Applications or groups that do not meet these items will not be considered eligible for a grant and will not be reviewed by the Student Group Granting Committee.

1. Must be a fully registered student group through Student Group Services.

2. Must have submitted an event form application through BearsDen if applying for an Activity or Conference grant.

3. Must not have any outstanding financial issues (including outstanding granting reports) with either the University or the Students’ Union.

4. Must demonstrate fiscal responsibility through possession of a group bank account or other approved financial management process and submission of complete budget materials.

5. Must submit all application materials by the application deadline.

6. Must not apply for retroactive expenses. An application for an activity or conference that occurs on or before the grant application deadline is considered retroactive and will be disqualified.

7. Must fill out the correct grant application form in order to be considered in the competition.

8. All grant applications must be for a minimum of $100.00. Any submissions for amounts less than $100.00 will automatically be disqualified.
9. **Start Up Grant** application eligibility:

   a. Must be directed towards basic group needs, such as:
      i. Office Supplies
      ii. Advertising Materials
      iii. Printing costs
      iv. Promotional items
      v. Clubs fair costs
      vi. Office and locker rentals
      vii. Web domain costs and site development
      viii. Videography, film and editing
      ix. T-shirts for long-term use (multiple years, not given away or tied to an event or conference)
      x. Refreshments for Annual General Meetings
      xi. Banking and chequing fees
      xii. Mascot materials and fabrication
      xiii. Other ideas approved by SGS

   b. Cannot be applied towards:
      i. Purchase of illegal substances or alcohol
      ii. Event related costs (venue booking, catering, decoration) [Consider applying for an Activity Grant]
      iii. Travel costs [Consider applying for a Conference Grant]
      iv. Bursaries, grants or scholarships
      v. Wages, salaries or honoraria
      vi. Group fundraisers

c. No more than $450.00 can be granted.

d. Groups must be registered with the Students’ Union.

e. Start-Up Grants can only be granted to a group in the first two years of its operation, and cannot be granted more than once to a specific group.

f. Groups who have been registered for two consecutive OR nonconsecutive years in the last five years will not be considered new groups and thus will not be eligible for a Start-Up Grant.
10. **Re-Start Grant** application eligibility:
   a. Groups must demonstrate an understanding of past shortcomings and develop a concrete plan for addressing them in the following year and onward.
   b. Groups must demonstrate that their capability on campus has severely declined from previous years (loss of membership, decrease in participation, bank account depleted, failure to elect a new executive, failed transition process, etc.) and that reasonable progress has already been made on a plan to restore this capability.
   c. Must be directed towards basic group needs, as specified under 7 (a) “**Start-Up Grant** application eligibility”.
   d. Cannot be applied towards the restricted items listed under 7 (b) “**Start-Up Grant** application eligibility”.
   e. No more than $250.00 can be granted.
   f. Groups must be registered with the Students’ Union.
   g. Cannot be issued to the same group more than once in a three-year period.

11. **Conference Grant** application eligibility:
   a. Must be used for any expenses relating to sending delegates to a conference, tournament, competition, or other representative activity.
   b. No more than 50% of the expenses can be granted.

12. **Activity Grant** application eligibility:
   a. Must be used for any expenses related to events or activities hosted by student groups, including running a conference or competition.
   b. No more than 50% of the expenses can be granted.
IV. Ineligibility
The following items are considered ineligible for student group grant funding and will not be considered by the Student Group Granting Committee. These items may make up a portion of the total event budget, but cannot fall under a request for student group granting. Should a group's event or activity include ineligible expenses but not be entirely composed of them, the grant may be reviewed at the Committee’s discretion.

1. Duplication of other services or businesses on campus.
2. Duplication of activities of other applicants.
3. Capital purchases of items that can be furnished on campus or rented, such as:
   a. Video cameras and film equipment
   b. Computers
   c. Furniture
   d. Fridges
   e. Printers
   f. Projectors
   g. Sports equipment
4. Alcohol and related items.
5. Illegal substances.
6. Sponsorships and bursaries.
7. Wages, staff expenses, and honoraria.
8. Prizes.
9. Fundraisers or fundraising activity directly contributing to external organizations.
10. Activities or operations of sub-groups not independently registered through Student Group Services and for which no overarching group budgets are provided.
11. Applications for amounts under $100.00.
V. Grant Guidelines
The following items guide the Student Group Granting Committee’s process and purpose. Groups must ensure that their application is consistent with all applicable guidelines.

1. Student groups should demonstrate that their activities or operations contribute to the growth and vitality of the campus community, and that group members or participants will gain meaningful experiences from the proposed opportunity.

2. The rubrics provided with the granting applications are used by the Granting Committee to evaluate applications through the competitive process.

3. At the Student Group Granting Committee’s discretion, an applicant that can accomplish an adequate level of activity without a grant may be denied a grant.

4. Groups who have an official relationship with an external affiliate where there is financial gain on the part of the external affiliate through the student group (whether through one specific activity or a mandated end-of-year donation) may be denied a grant.

5. The granting minimum is $100.00. Submissions under $100.00 will be automatically disqualified.

6. The annual granting limit is a maximum of $3000.00. If a group submits applications that total an amount above this $3000.00 limit, the group will not receive funds beyond the maximum.

7. Failure to submit a grant report automatically disqualifies a group from grant opportunities in the following academic year. Submission of a late grant report without extension automatically limits the group to a maximum of $2000.

8. A student group may apply for any combination of grants throughout the year (July to June); however, the total sum of these grants may not exceed the group’s yearly limit.

9. A group may only request a grant for up to the total of its remaining granting limit (e.g. if a group has a $2000 granting limit and has already received a $1200 grant, they are only eligible to apply for an $800 grant, not another full $2000 grant). If requests are over this limit, Student Group Services will automatically reduce grant requests.

10. A student group must use any received grants to meet its mandate as outlined in its constitutional documents.

11. Application deadlines are at 11:59pm on the specified date. As applications are submitted online, the time of submission recorded by the online system will be used to evaluate whether an application was received on time. Hard copy applications will not be accepted.

12. The Student Group Granting Committee will not issue two grants for the same event. If a student group is holding a collaborative activity with one or more other groups, the groups may apply jointly for that activity, by expressing this intention on the application form. All groups must consult with SGS in order to proceed with this option. The granting limit for the event will be the greater of the granting limits of the two groups, not the sum.

13. An application for an activity or conference should be submitted to one of the two granting sessions whose application deadlines most closely precede the date of the activity. However, early applications will not be penalized in any way.
14. Student groups are required to submit a grant report according to the template sent by Student Group Services upon receipt of the grant. The final due date of this report will be set by SGS and may be extended where mutually agreed by the student group and SGS. Failure to complete this report will result in the group being required to return all grant funds, or face disciplinary measures up to cancellation of the group. Late report submissions may result in the group being ineligible for future granting opportunities or increased granting limits.

15. Only student groups registered with the Students' Union may receive funding for academic or for-credit activities.

16. Student Groups can appeal a granting decision only in the following cases:
   - An undeclared or unaddressed conflict of interest; or
   - Evidence of bias on the part of one or more reviewers; or
   - Factual error(s) made by one or more reviewers that could have altered the outcome of review substantially; or
   - Failure by an SGS staff member to provide required information to the review committee.

All decisions made by the Granting Adjudication Committee regarding appeals are final.
VI. Granting Procedure - Flowchart

1. **Student group completes Grant Application**

   - **(RECOMMENDED) Granting Information Sessions with SGS**
   - **1 week prior to deadline**

   - **(RECOMMENDED) One on one meetings with SGS staff to review Grant Application**

2. **DEADLINE**
   - Applications close, and SGS Staff start reviewing applications

3. **SGS & Student Group Granting Committee review Granting Applications**

4. **Student Group Granting Committee meets and finalizes granting decisions**
   - (about 1 to 1.5 months after the applications close)

5. **Student groups submit complete grant reports to SGS**
   - **2-3 weeks after event**

6. **Successful Student Groups can pick up their cheques**
   - (Events must be approved on BearDen before cheque is picked up)

7. **Notifications go out to Student Groups regarding the Granting results**

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Should you have any questions or concerns, please contact Student Group Services

780-492-9789 // clubs@su.ualberta.ca // 0-81 SUB, 9:30am - 4:30pm weekdays

:: Last Modified: June 2015 ::
VII. Granting Procedure - Explanation

1. Grant applications will be submitted online via the Student Group Granting Committee’s BearsDen page (http://alberta.collegiatelink.net/organizations/sgsgrants).

2. Applications will be accepted until 11:59pm on the deadline date and will be considered only after this time. Late entries are automatically disqualified.

3. The Committee will meet within the following two weeks, at which time all eligible applications will be reviewed. (If the Student Group Granting Committee does not meet quorum for a session, all applicants will be notified of the delay as soon as possible.)

4. The group contact listed on the application will be notified of the committee's decision via both BearsDen and direct email. Successful groups will be informed of the date and location funds will be available. All groups are welcome to contact SGS for details on their results.

5. Successful groups will pick up grant cheques from the Student Life Central Office, 0-81 Lower Level SUB.

6. All groups that receive a grant must complete Grant Reports by the specified deadline. The report template and instructions will be provided. Keep all receipts for any grant-related purchases, especially if they need to be made before you will hear back from the granting committee – you must submit them with your Grant Report. Grant reports for Conference and Activity expenses must prove that Student Group Grants were used for no more than 50% of expenses.

   a. Failure to prove that grant funds were used for less than 50% of Conference or Activity costs will result in groups being asked to return the difference of funds before their report can be considered complete.

   b. Submission of a late grant report without extension will result in ineligibility to attain the $4000 granting limit in the following year.

   c. Failure to submit a grant report at all will result in disciplinary action, which may include ineligibility to receive future grants, ineligibility to re-register the group or cancellation of group registration.