



Grants Policy

Oversight: Vice-President Finance & Operations

Date passed: December 2016

Date of next review: November, 2021

Related Documents: Finance Policy, Student Organizations Policy

Definitions

Grant - funds allocated to help finance Student Organization events that develop and enhance student life.

Student Organization - a formal third-party student group such as a club, association, or society that may choose to register with the ASU for access to services, resources, and other benefits.

Purpose:

The purpose of this procedure is to:

- i) Ensure transparency and consistency in how Student Organizations may access ASU funding and services; and
- ii) Establish high level principles to guide Student Organization decisions.

Scope:

All ASU officials and ratified Student Organizations.

Statement:

1. Student Organization Grant Program

- 1.1 The ASU grant program allows ratified Student Organizations or House Councils to apply for funding before their expenditures.
- 1.2 Student Organizations or House Councils requesting funds must submit the ASU Grant Application to the Vice-President Finance & Operations for approval.
 - 1.2.1 Once the grant application is approved by the Finance Committee (or in the Summer months by the Executive Board), the Vice-President Finance & Operations will submit a Cheque Request Form to the Finance Department for issuance to that Student Organization's bank account.
- 1.3 Any funds unutilized by the Student Organization or House Council must be returned to the ASU within one year of issuance.
 - 1.3.1 The ASU reserves the right to withhold any future funding to a Student Organization or House Council found to have not remitted unused funds.
- 1.4 All funding and services made available to Student Organizations are subject to the availability of funds, equipment, or space, as provided for in the current Annual Budget.
- 1.5 All funding and services made available to Student Organizations may be subject to operational procedures including deadlines and administrative processes established by the Financial Affairs Committee.
- 1.6 A Student Organization may not be provided with a type of funding or service that is not generally made available to other Student Organizations.
- 1.7 As established in the Student Organization Policy, the ASU may limit a Student Organization's access to funding and services for any failure to comply with the Terms of Registration.
- 1.8 Financial Affairs Committee, in accordance with funding availability, may allocate funds to Student Organizations for events that:
 - 1.8.1 Align with the Student Organization's objectives and provide a clear benefit to its members;
 - 1.8.2 Does not duplicate an existing program or service provided by Acadia University and/or the ASU;
 - 1.8.3 Are inclusive of all union members;
 - 1.8.4 Are either innovative and unique or are part of an annual undertaking;
 - 1.8.5 Demonstrate financial need; and
 - 1.8.6 Demonstrate valid expense.

1.9 Grant applications must be received by the established deadline in the format established by the Financial Affairs Committee or designate. Applications received after the published deadline will not be considered by the Financial Affairs Committee.

1.10 The Financial Affairs Committee may require a Student Organization to provide additional information necessary to determine if it is eligible for Grant funding.

1.11 The Financial Affairs Committee shall not consider Grant applications that:

1.11.1 Do not align with the funding criteria established in term 1.8;

1.11.2 Are fundraisers for another cause or organization;

1.11.3 Will generate a profit for the Student Organization;

1.11.4 Duplicate funding requested by another Student Organization for the same event;
or

1.11.5 Request funding for alcohol, tabaco, cannabis, gifts, or honorariums.

2. Discounts

2.1 The ASU may allocate free or discounted rentals on rooms, spaces, tables, and equipment as approved under the authority of the Financial Affairs Committee or designate.

2.2 The ASU may provide a discount at ASU businesses, as approved under the authority of the Financial Affairs Committee or designate.

3. Applications to the Review Board

3.1 Union Members may appeal Financial Affairs Committee decisions related to the Student Organization Funding and Services Procedure by submitting a written application to the Review Board within 10 business days of receiving the decision.

4. Independence

4.1 The ASU will not be held responsible for unforeseen expenses or damages incurred by a student organization in the planning or execution of an event or activity that is funded in full or in part by the ASU