

Type:	Programs and Services	Created:	2022
Adopted by:	Board of Directors	Last Amended:	
Executive Responsibility:	Chairperson	Procedure:	

PREAMBLE

The Grant program is a service to provide financial support for student activities such as conference hosting or participation, events or projects, and academic activity. The review and approval of all applications will be the ultimate responsibility of the Grants Committee.

1. GRANT CATEGORIES

Conference Attendance Grant
Club Event Grant
Educational Activity/Initiative Grant

2. CONFERENCE ATTENDANCE GRANT

This grant is intended to support students in attending conferences, workshops, seminars, or competitions that enhance their educational opportunities outside of the classroom.

2.1 Applications must:

- a. be received a minimum of eight (8) business days prior to the committee meeting;
- b. include a description of the conference;
- c. include names, emails, student numbers, and program of each applicant;
- d. identify a primary applicant;
- e. include a budget estimate with all eligible expenses and any additional funding sources;
- f. include a description of the benefits of attending the conference;
- g. be validated by a faculty member from the related faculty.

2.2 All applicants and attendees included in the application must:

- a. be registered in at least one course in the semester the application is submitted;
- b. not be receiving course or program credit for their attendance at the conference.

2.3 The following expenses shall be eligible for funding:

- a. Conference registration fees
- a. Accommodation costs
- b. Travel costs

2.4 The following expenses shall not be eligible for funding:

- a. Organizational memberships
- b. Food and beverage expenses
- c. Alcohol and cannabis
- d. Expenses related to University Staff or Faculty, notwithstanding student employees.

2.5 The Grants Committee shall not approve:

- a. funding exceeding \$4000 per application;
- b. funding exceeding \$500 per person;
- c. applications retroactively;
- d. applications submitted more than 4 months prior to the conference date;

2.6 For the purposes of reimbursement, submissions must be submitted through a Post-Activity Report which:

- a. is delivered within one (1) month (30 days) of the end of the conference funded;
- b. includes budget actuals for eligible expenses;
- c. includes a tally of funding recipients;
- d. details the benefits realized by the activity.
- e. must include a copy of all receipts and invoices related to the conference;
- f. must be submitted by the primary applicant listed on the initial application form.

2.7 Reimbursements will be issued:

- a. after the receipt of the Post-Activity Report;
- b. in one single cheque to the primary applicant.

Note: It will be the responsibility of the applicant to disperse and allocate the funds as required. The Students' Union will not be responsible for the management of allocating refunds after issuance of the reimbursement cheque.

3. CLUB EVENT GRANT

- a. This grant is intended to support recognized clubs of the Students' Union in hosting events which develop a sense of community and enhance campus life. There is no limit to the number of applications a club can submit each year.

3.1 Applications must:

- a. be submitted by a student club in good standing;
- b. be received a minimum of eight (8) business days prior to the Grants Committee meeting;
- c. include the following:
 - i. A description of the event
 - ii. An estimate of the number of attendees including students, staff and community members
 - iii. A budget estimate including all eligible expenses, expected sponsorships and additional revenue sources

- iv. A description of the expected benefits of the activity
- v. An adequate safety and security plan

3.2 The following expenses shall be eligible for funding:

- a. Food and beverage costs
- b. Artist/speaker/performer costs
- c. Sound and production costs
- d. Venue costs
- e. Material and supplies costs
- f. Contracted travel costs

3.3 The following expenses shall not be eligible for funding:

- a. Organizational memberships
- b. Alcohol and cannabis
- c. Direct remuneration to University staff or faculty, notwithstanding student staff
- d. Costs related to club participation in university-led initiatives

Note: Student-led initiatives supporting faculties may be considered.

3.4 The Committee shall not approve:

- a. funding in excess of \$1500 per application;
- b. applications retroactively;
- c. multiple funding requests for the same event;
- d. applications submitted more than 4 months prior to the event date.

3.5 The committee may take the following into consideration when reviewing applications for approval:

- a. The merit of the event and reasonable need for funding
- b. Number of applications for the same or similar initiatives
- c. Success of previously funded events
- d. Available funding for the year

3.6 For the purposes of reimbursement, submissions must be submitted through a Post-Activity Report which:

- g. is delivered within one (1) month (30 days) of the end of the conference funded;
- h. includes budget actuals for eligible expenses;
- i. includes a tally of funding recipients;
- j. details the benefits realized by the activity.
- k. must include a copy of all receipts and invoices related to the conference;
- l. must be submitted by the primary applicant listed on the initial application form.

3.6 Reimbursements will be issued:

- a. after the receipt of the Post-Activity Report;
- b. in one single cheque to the primary applicant.

Note: It will be the responsibility of the applicant to disperse and allocate the funds as required. The Students' Union will not be responsible for the management of allocating refunds after issuance of the reimbursement cheque.

4. EDUCATIONAL ACTIVITY/INITIATIVE GRANT

This grant is intended to support educational activities or initiatives which enhance learning opportunities and advance the objectives set out in the Students' Union's Strategic Plan.

4.1 Applications must:

- a. be supported by a VIU staff or faculty member;
- b. be received a minimum of eight (8) business days prior to the Grants Committee meeting;
- c. include the contact information for the VIU staff or faculty member listed in the application
- d. include a description of the activity or initiative;
- e. include an estimate number of attendees including students, staff, and community members
- f. include an adequate safety and security plan if applicable;
- g. include a description of the expected benefits of the activity and how these will advance one or more of the Objectives set out in the Students' Union's Strategic Plan.

4.2 Applicant Criteria

Applicants must be students enrolled in at least one course in the semester that the application is received.

4.3 Eligible activities include:

- a. Hosting conferences
- b. Hosting lectures
- c. Hosting workshops
- d. Initiatives that align with the Students' Union's Strategic Priorities

4.4 Eligible activities shall not:

- a. be required for the completion of a course or a program;
- b. be used as supplemental funding for University-led initiatives.

4.5 The following expenses shall be eligible for funding:

- a. Food and beverage costs
- b. Artist/speaker/performer costs
- c. Sound and production costs
- d. Venue costs
- e. Materials and supplies
- f. Contracted travel costs

4.6 The following expenses shall not be eligible for funding:

- a. Organizational memberships
- b. Alcohol and cannabis
- c. Direct remuneration to University staff or faculty, notwithstanding student staff

Note: Student-led initiatives supporting faculties may be considered.

4.7 The Committee shall not approve:

- a. funding in excess of \$2000 per application;
- b. applications retroactively;
- c. multiple funding requests for the same project or initiative.
- d. applications submitted more than 4 months prior to the intended launch of the project or initiative.

4.8 For the purposes of reimbursement, submissions must be submitted through a Post-Activity Report which:

- a. is delivered within one (1) month (30 days) of the end of the conference funded;
- b. includes budget actuals for eligible expenses;
- c. includes a tally of funding recipients;
- d. details the benefits realized by the activity.
- e. must include a copy of all receipts and invoices related to the conference;
- f. must be submitted by the primary applicant listed on the initial application form.

4.9 Reimbursements will be issued:

- a. after the receipt of the Post-Activity Report;
- b. in one single cheque to the primary applicant.

Note: It will be the responsibility of the applicant to disperse and allocate the funds as required. The Students' Union will not be responsible for the management of allocation refunds after issuance of the reimbursement cheque.

The Grants Committee will review the VIUSU Grants Program including grants, forms, policy, application process, budget allocations and budget requirements annually.

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