



## Project, Event and Conference Funding Policy

Policy owner:	Vice-President, Operations and Finance
Audience:	URSU Members
Approved:	Board of Directors Meeting January 2023
Last Reviewed:	January 2023
Review Schedule:	January 2025

### 1. Introduction

URSU supports initiatives benefiting University of Regina students. URSU supports events that affect students by contributing funding to assist with costs of an event/activity in return for publicized involvement of URSU.

### 2. Definitions

- *PEC* - Project, Event, and/or Conference.
- *Student Group* - an URSU-rated club or student association
- *Individual Student* - any U of R student eligible for URSU PEC funding
- *Recipient* - a Student Group or Individual Student who is awarded PEC funding
- *Grant* - any funds under \$2,000 that are provided to a recipient
- *Contribution* - any funds over \$2,000 that are provided to a recipient
- *Agreement* - a contractual agreement between URSU and the recipient
- *Project* - a series of activities or events coordinated to reach a particular goal with specific start and end dates. (i.e. a campaign with multiple aspects over a number of days or weeks)
- *Event* - an activity with a particular goal. (i.e. a fundraiser, rally, or speaker)
- *Conference* - partaking in an educational initiative as part of a larger project or mandate. (i.e. attending a workshop or conference).
- *Funding Period* – a period that contains a portion of the PEC budget that has been allocated for disbursement.
- *URSU* - Students' Union of the University of Regina Inc.
- *Application Period* – a period when applicants may submit funding requests for funding from a particular Funding Period.

### 3. Policy

URSU is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, sexual orientation, gender identity, or gender expression. Funding will not be awarded to programs that do not adhere to this policy.

- 3.1. Funding is intended to support individual student academic advancements, student group programs and special events. Funding is not available for group general operating costs (i.e. group supplies, apparel, meetings, recruitment events, practices, officer trainings, and weekly/biweekly occurrences).
- 3.2. URSU may not fund more than the total cost of the event. If total event expenses are less than the amount awarded, the student group will be required to return the overage.
- 3.3. Student groups may be awarded no more than \$5,000 per academic year.
- 3.4. Individual students may be awarded no more than \$800 per semester.
- 3.5. Funding will not be awarded for stipends/honoraria for any University of Regina student, faculty or staff member.
- 3.6. Funding cannot cover the cost of prizes or giveaways.
- 3.7. Events held as fundraisers or for the purpose of generating revenue for a student group/department or philanthropic cause are not eligible for funding.
- 3.8. Partisan political organizations (organizations affiliated with a registered political party or candidate for public office) may seek funding for non- partisan political activities only (e.g., candidate forums available to all qualified candidates, nonpartisan educational programs, etc.)
- 3.9. No student group may use PEC funds on behalf of a candidate for public office in a political campaign.
- 3.10. Certain funding initiatives require that eligible events be "open to all students". In order to be considered "open to all students", the event must take place on campus and the grant application must identify the following:
  - 3.10.1. Publicity efforts reaching all corners of the University campus, beyond the buildings dominated by a specific major or group of students.
  - 3.10.2. Educational and event goals identify specific ways all students would benefit from attending.
  - 3.10.3. Realistic expectation that students outside the targeted major or group will attend.
- 3.11. The Executive Committee and/or URSU Board will not review applications outside of the designated review dates, listed here.

- 3.12. The Executive Committee and/or URSU Board have the authority to award funding outside of the terms of this policy as they may seem fit.

#### **4. Funding Eligibility**

- 4.1. All URSU members that are in good standing are able to request funding from the URSU's Project, Event and Conference fund.
- 4.2. In order to be considered for funding, applications must meet three minimum criteria:
1. An explanation of how the program or event promotes student development, enhances diversity, and/or benefits the campus community
  2. An explanation of what the event will entail in clear and concise detail
  3. A complete and detailed budget that outlines ALL of the event expenses and income sources, not only those being requested
- 4.3. Graduate students are not eligible for funding from URSU as the Graduate Student Association maintains funds to support Graduate students' PECs.
- 4.4. Eligibility for Individual Students:
- Member in good standing with URSU;
  - No outstanding reports from previous PEC grants; and
  - Has not accessed PEC funding in the same period as an Individual Student.
- 4.5. Eligibility for Student Groups:
- Ratified and in good standing with URSU;
  - No outstanding reports from previous PEC grants; and
  - Has not accessed PEC funding in the same period.

#### **5. Ineligible Costs**

- 5.1. Ineligible costs for PECs may include:
- Payment to individuals who are not U of R students for services that could be reasonably performed by U of R students;
  - Costs associated with promoting or supporting discriminatory behaviours or attitudes such as racism, xenophobia, sexism, homophobia, transphobia, or other types of marginalization;
  - Alcohol and/or recreational substances, including cannabis;
  - Capital expenses such as the purchase of computers, vehicles, or other items, unless exceptional circumstances are approved by the Board;
  - Cash prizes;
  - Other costs deemed ineligible by URSU.

#### **6. Application & Reporting Requirements**

- a) The VP of Operations & Finance and Accounting Manager (or designate) will annually review and finalize application packages for PEC funding requests.

- i) Application packages for Individual Student requests must require, at minimum:
    - the name of the applicant,
    - the student number of the applicant,
    - the amount of funds requested,
    - a detailed budget including a list of approached and confirmed sponsors/funders,
    - a description of the PEC and,
    - how URSU will be recognized.
  - ii) Application packages for Student Group requests must require, at minimum:
    - the name of the applicant,
    - the mandate of the applicant,
    - the amount of funds requested,
    - a balance sheet of the applicant's finances (including current assets),
    - a detailed budget including a list of approached and confirmed sponsors/funders,
    - a description of the PEC,
    - how the PEC will be evaluated and,
    - how URSU will be recognized.
- b) Any group or individual wishing to apply for PEC funding must complete the appropriate application package and follow the procedures outlined in the Project, Event and Conference Funding Procedure
- c)
- d) Only applications that are complete will be reviewed by URSU.
- e) All recipients must provide a detailed PEC report to the VP of Operations & Finance according to the deadline listed in their agreement.
- f) Any recipient who does not provide a required PEC report or financial report will not be eligible to apply for future funding.

## **7. Grants & Contributions**

- a) Any grants must be approved by the Executive Committee.
- b) Any contributions must be approved by the Board of Directors.
- c) Any funds awarded to a recipient will only be received after an agreement has been signed.
- d) Agreement Templates will be developed and reviewed, at minimum, on a biennial basis by the VP of Operations & Finance and Accounting Manager.
  - i) Grant Agreements must include, at minimum: the name of the recipient, the total funds being awarded, information about how the recipient must recognize URSU, the deadline for a follow-up PEC report.
  - ii) Contribution Agreements must include, at minimum: the name of the recipient, the total funds being awarded, information about how the recipient must recognize URSU, the deadline for a follow-up PEC report, and the deadline for a detailed financial report.

## **8. Application Funding Periods**

- 8.1. Applications will only be accepted and considered within applicable funding periods. See procedure document.
- 8.2. If the portion of the budget allocated to any specific funding period is depleted then no additional funding may be dispersed unless approved by the Board of Directors. In such cases the Board will review applications on a case-by-case basis and consider going over budget taking into consideration what is best for URSU and/or the applicant. If the budget for a particular funding period is not exhausted, then any remaining funds shall may be carried over into the next funding period.

## **9. Consequences for Non-Compliance**

Failure to follow this policy and affiliated procedures may result in the Vice President Finance and Operation rejecting an application for funding. Furthermore, the Executive Committee and/or Board of Directors may not approve an application for funding and/or any other future requests from the same individual or organization.

## **10. Related information**

- [URSU Financial Policy](#)