

Title: ADMINISTRATIVE POLICY

Number: GE.20.1

Revised May 09

SPECIAL GRANTS POLICY

PURPOSE

A special grants fund has been established to provide year round funding opportunities for special projects and initiatives that enhance the student experience and enrich the University Community. This fund supports recognized student groups, clubs, and registered students to run activities, programs or events, hereafter referred to as activities, which enrich the University Community. These activities could be open to all University students or a selected cohort of students.

Funding for this grant comes from two sources:

1. An annual contribution from the operating budget (\$41,550)
2. 10% of the revenue set aside each year from the Student Life Enhancement Fund (SLEF) to be added to the base operating budget.
3. 10% of the revenue set aside each year from the Student Life Enhancement Fund (SLEF) for the Special Grants Speakers' Fund.

SCOPE

This Policy covers all applications for funds from this grant in support of activities in which the University community and, in some cases, the general public may be participating.

RESPONSIBILITY

The Special Grants Committee (SGC) has responsibility for the administration of the program. The Special Grants Committee is comprised of the Assistant to the Associate Vice President, Student Affairs, the Central Student Association Communications Commissioner (or designate), the Graduate Student Association Vice President, Finance (or designate), an undergraduate student, and a graduate student. Quorum will be one staff member and two students. The approval of the grant request depends upon the nature of the request (i.e., the program offering, the number of students impacted etc.), the availability of University funds allotted for the purpose, and the established priority in relation to other requests.

1. Selection Criteria

1.1 To meet the criteria for a grant, the selected activity must be of a student development nature and provide a benefit to the student body and/or individual student. Activities must also meet University Policies and Procedures (e.g., Student Risk Management, Human Rights and Equity)

2. Financial Arrangements

2.1 The funding support may be of two types:

a) Seed money as an advance to allow planning to proceed. Following the event, this advance is to be repaid from proceeds from charging for admission or the sale of items, or services, as a by-product of the project,

or

b) A grant to assist in defraying expenses.

3. Priority System of Selection

3.1 A priority system will be established and operated to ensure an equitable review of requests. The decision as to the selection and the funding of requests will be final.

3.2 Activities will be considered on the following basis for review:

- a) The number of students and others benefiting or participating in the activity;
- b) The value to the student body;
- c) The ability to acquire funds elsewhere.

4. Application Procedures

4.1 Applications will be accepted throughout the year but need to be received at least 3 weeks prior to an event being held. Applicants must fill out the standard *Special Grants Application Form*, including a detailed budget, to be considered for funding. Application forms can be found on the Student Affairs website:

<http://www.uoguelph.ca/studentaffairs/home/>.

Completed applications can be sent via mail to the Office of Student Affairs, Level 4, University Centre, or via email to l.gatto@exec.uoguelph.ca. The type of activity planned, the number of University community members expected to be involved in the event, and financial pro-forma statement of expenses to accomplish the activity must be included in the application form. The budget must also show the potential for recovery of costs from fees and any other revenue sources.

5. Funding Guidelines*

- 5.1 Funding in support of travel will be considered if the travel can be shown to enrich the development of the student.
- 5.2 For acceptable non-academic travel requests, a student can receive up to a maximum of two hundred dollars. Students applying with a group (e.g., Project Serve, Global Youth Network, Guelph Global Learner, Habitat for Humanity) must apply as a team. Each team can receive up to a maximum of eight hundred dollars to be shared equally within the group. Special Consideration may be made for international travel.
- 5.3 Receipts must be provided for funds awarded that exceed five hundred dollars but can be requested at any time.
- 5.4 A maximum of six hundred dollars will be awarded for computer and/or technical equipment.
- 5.5 Awards over two hundred dollars will be made payable to the organization/club, not the individual.

*Funding Guidelines can be revised by a majority vote from committee members at the beginning of each spring term