DALHOUSIE STUDENT UNION

Subject:	Grants
Date Passed by Council:	March 26, 2008
Last Date Revised:	January 13, 2016
Expiration Date:	
Committee:	

Note - All terms will hold the same definition as outlined in the Dalhousie Student Union Constitution

1. ELIGIBILITY

a. Grants are only available to any active, ratified society or member in good standing.

b. Grants cannot be used to fund the activities of any group, association, corporation, or charity other then the specific society or student applying.

c. Grants cannot be used to fund activities that contravene any legal statute, the Constitution, or the Dalhousie University Alcohol Policy.

d. Grants cannot be used to fund tuition or other education-related expenses at Dalhousie University, including its affiliated or collaborative programs.

e. Grants cannot be used to fund clothing or other durable goods unless those goods are distributed to members at-large at no cost.

f. Capital purchases (e.g. computers, sporting equipment, furniture, etc.) purchased with Grant money are considered property of the Union. Grant requests for capital purchases must include information on where items will be stored and how items will be transferred year over year.

g. Grants cannot be used to purchase alcohol.

h. Grants can only be used for events held at competing venues to DSU-operated venues if a DSU-operated venue is not available or does not meet specific needs for the event.

i. Societies may seek grants for fundraising events if a society has exhausted all forms of funding avenues in support of the fundraising event and the cause is consistent with objectives of the Union

j. The Union reserves the right to award funding at lower levels than requested or to offer in kind support in place of cash funding.

k. The Union reserves the right to refuse any application.

2. FUNDING DISTRIBUTION

a. Grants are intended to help defray operational costs incurred by a society or conference, competition, or event costs incurred by a Dalhousie student.. Grants are not designed to compensate more than the actual costs incurred.

b. Societies who receive funding in excess of their actual expenses will be required to repay any surpluses within thirty (30) days of the award.

c. Societies seeking funding for services of which the Union is a provider (e.g. room reservations, printing and photocopying at Campus Copy, rental of equipment) will be encouraged to use the services provided by the Union.

d. The maximum value of grants is determined each year as part of the Union budget.

e. In each year, grant funding will be allocated as follows:

- Fifteen (15) per cent from May – August (Summer Semester);
- Thirty (30) per cent from September – December (Fall Semester); and
- Fifty–Five (55) per cent from January – April (Winter Semester).

f. The Grants Committee may establish deadlines for the consideration of grant applications throughout the year.

g. All recipients of money from the grants fund are required to submit the receipts for the items funded within thirty (30) days of the funded activity. Failure to provide such receipts within the prescribed time frame may result in the requirement for repayment of the entire amount originally awarded and may further result in the society's or individual's ineligibility to access monies from the Union for the remainder of the academic year.

h. In the event that surplus funding occurs post-event, funds must be returned to the Union within thirty (30) days of the award and will not be considered awarded to the society or individual.

i. All grant cheques not cashed six months after the date in which funds have been approved will be considered stale dated and be declared null and void.

i. The Vice President (Internal) must archive a record of all grant allotments issued in a given year, including a copy of the grant application.

3. SOCIETY GRANTS

a. A society may receive up to $500 per semester to a maximum of $1000 in grant funds per year.

b. The Grants Committee may use its discretion to provide a society with up to $1000 per academic year in additional funding.

c The DSU does not give out retroactive grants for society applications.

d. The following information must be included for all societies on all grant applications:

- A detailed budget relating to the items the society is requesting funding for.
- A list of all other solicited sources of revenue, including pending sources of revenue with an expected date of when the society will receive a response.
- A copy of the society budget with an explanation of the reasons why the society seeks further funding from the Union.
- An explanation of how Dalhousie students will benefit if the grant is awarded.
- If the request is for a service that the Union also provides, an explanation why funding is needed to acquire these services outside of the Union.
- The means by which the society intends to recognize the Union.
- The size of the society and how long it has been in operation.

4. **INDIVIDUAL GRANTS**

a. Applications for conference, competition or event funding will be reviewed by the Grants Committee in the order that they are received by the Vice President (Internal).

b. Incomplete applications will not be considered.

c. Grant funding for each conference, competition, or event will not exceed $100 per individual of each academic year (from May to April).

d. The following information must be included for all individual grant applications:

- An explanation of the rationale behind the grant request.
- A detailed budget relating to the grant request.
- A list of all other solicited sources of revenue, such as faculty and society support, bursaries, and scholarships. This list shall also include pending sources of revenue with an expected date of a response.
- If applicable, a detailed travel itinerary with a confirmation of the conference, competition, or event registration.
- The means by which the individual intends to recognize the Union at the conference, competition or event for which the grant has been given.

e. Retroactive grants may be made to individual member applicants who apply for a grant during the same semester as the conference, competition or event attended up to 30 days after the final day of travel or the final date of the event, whichever is later.

f. Applications for conference, competition, or event funding from Union members who are also part of a society will be reviewed as an individual Union member grant application.

g. The Grants Committee may limit the number of grants awarded to individuals for a single conference, competition, or event.

5. ACCOMMODATION GRANTS

a. Societies wishing to provide accommodations for students who may experience barriers in attending society events or participating in events or individual students who require accommodations specifically to participate in Union activities may apply for Accommodation Grants.
b. Accommodation Grants are intended to cover or defray the costs associated with a specific service that will improve the accessibility of an event or activity of a society for students from marginalized communities. Examples of costs that fulfill this criteria include, but are not limited to, accessible transportation for an event; American Sign Language (ASL) interpretation; child care subsidies for attendees; translation of materials into languages other in English; increased costs related to securing a physically accessible venue; and increased expenses related to meeting dietary needs.
c. The DSU does not give out retroactive grants for Accommodation Grants.

d. Each Accommodation Grant applications must include a detailed budget relating to the item(s) the society or individual is requesting funding for. Societies applying for Accommodation Grants must also include:
   - A list of all other solicited sources of revenue, including pending sources of revenue with an expected date of when the society will receive a response.
   - An explanation of how the grant will improve accessibility of the event.
   - The means by which the society intends to recognize the Union.
e. Accommodation Grants are offered separately from Society and Individual Member Grants and will not prevent societies or members from receiving funding through other grants.
f. The Grants Committee shall have the discretion to limit the amount a society or individual can receive through Accommodation Grants in a given year.

6. FUNDING RECOGNITION

a. Any society or individual that receives a grant shall advertise or verbally mention the Dalhousie Student Union's support and sponsorship for the grant. The Union logo and/or name must be used in the recognition.

b. Any society or individual who receives a grant must complete a post-event form detailing the activity for which they received the grant as well indicate how the Union logo and/or name was advertised or mentioned in support and sponsorship for the grant.

c. Failure to submit a post-event form and / or recognize the DSU grant funding may result in the society's or individual's ineligibility to access funding for the remainder of the academic year.

7. DISCLAIMERS

a. The Union, its Council, and its members may or may not agree with the purpose or outcomes associated with any particular grant application. Approval of grants for societies and individuals indicates solely that the applicant has met the eligibility criteria. The Union, its Council and its members do not officially endorse any particular activity associated with the DSU grant.

b. Any risk or liability resulting from travel is the traveller's responsibility.