

S.L.O. Grant Funding Request Form

(Club Funding Request)

Date Submitted: _____

Contact Information

Applicant Name(s): _____

S.L.O. Name: _____

S.L.O. Official UNBC E-mail: _____

Cost of Membership \$ _____

Club Status (select one): Probationary Established

Funding Request Details

Conference/Seminar Fundraiser Social/Mixer Supplies

Other: _____

Location: _____

Description: _____

Projected Date(s): _____

Open to all Students? Yes No

Event Organizer (This Person will be Attending Event): _____

Phone Contact #: _____

Is Alcohol Involved at this Event? Yes No

Is Food Involved at this Event? Yes No

Other Club/organization involved: _____

Resources

Projected Revenue from Ticket Sales (if applicable): \$ _____

Personal Contributions /Club Resources: _____

Please list other Department/Programs which you have approached for funding:

Department/Program	Amount requested	Funding secured

Request

Total Resources: \$ _____

Total Expenses: \$ _____

Total Funding Request: \$ _____

Club requests are up to 75% of expenses. SLOs with an established status may apply for a maximum of \$500 per calendar year. SLOs with a probationary status may apply for a maximum of \$250 per calendar year.

Budget and/or conference registration will be provided at the MAC meeting and emailed to nugss-officemanager@unbc.ca

By signing this document, I, _____, hereby declare that the information provided above is true and accurate. I also acknowledge that the funding provided through the MAC for this request and all future requests is dependent on the successful return of all and any receipts for goods and services purchased with this funding. These receipts will be reviewed and stored in the NUGSS archives. I also agree that I have reviewed the NUGSS Policy below and understand all conditions around this funding.

Signature of applicant attending the MAC Meeting: _____

Financial Policy IX – Student Led Organization (S.L.O.) Funding

EFFECTIVE DATE: JUNE 4, 2001

4. The Monetary Affairs Commission will determine the amounts the S.L.O.s shall receive per S.L.O. grant, and those amounts will be ratified, in an in-camera session of the Board of Directors
 - 4.1. Each S.L.O. will make a presentation to the MAC after which the members of the commission will decide on the size of the grant to be awarded based on the events score on the matrix shown in section 2.1.
 - 4.2. A maximum of 75% of eligible expenses will be covered.
 - 4.3. The MAC will not fund the purchase of prizes or alcohol.
 - 4.4. All events must adhere to municipal, provincial and federal laws.
 - 4.5. Priority will be given to applications for events that are being planned and organized by multiple S.L.O.'s and serve the broadest spectrum of the student population.
 - 4.6. Approval of S.L.O. grant funding is subject to the presentation of adequate documentation (i.e. the events cost quotes/invoices/an individual's conference confirmation, etc.).
 - 4.7. The NUGSS General Manager and/or NUGSS Board of Directors may withhold approved S.L.O. grant funding until proper documentation is provided by individuals, S.L.O.s or associated groups of the Society. Within a period of 14 days succeeding a grant-funded event, an individual, S.L.O., or associated groups of the Society must provide all event receipts to NUGSS Staff.
 - 4.8. If an S.L.O. does not provide sufficient documentation for the funded event within this timeframe the Board of Directors may reprimand that S.L.O. in the following ways:
 - 4.8.1. The S.L.O. will be barred from applying for S.L.O. grant funding for a period of 4 months starting at the end of the 14-day documentation submission period.

- 4.8.2. A hold will be put on the S.L.O.s bank account.
- 4.8.3. The approval of S.L.O. status will be revoked.
- 5. In order to receive a S.L.O. grant funding from NUGSS, S.L.O.s must have:
 - 5.1. At least two members attend the NUGSS Annual General Meeting that are not representing another S.L.O.
- 6. A S.L.O. should not be allocated S.L.O. grant funding to directly send a member to a conference. They should instead be encouraged to apply for a Student Venture Grant. However, if a student(s) can demonstrate (via petition) that all members of the S.L.O. are in support of the use of S.L.O. funding to send the member(s) to a Conference, this can be brought forth to the Board of Directors for consideration.
- 7. Retroactive proposals will not be considered.

Application Process

- 8. A S.L.O. must complete a S.L.O. grant funding application form available at NUGSS office or online on the NUGSS website and submit it to the NUGSS Office or NUGSS staff.
- 9. The MAC will review the application. The S.L.O. will be asked to make a presentation to the commission.
 - 9.1. At least one representative from the S.L.O. will present themselves in front of the MAC in order to field questions that the commission may have. The commission will then make a decision regarding the request.
 - 9.1.1. It is recommended that the S.L.O.s representative be the Treasurer or someone familiar with the S.L.O.'s finances.
 - 9.1.2. The Monetary Affairs Commission is permitted to approve requests below or equal to \$500, given that quorum requirements established by the Society Bylaws are met.
 - 9.1.3. For applications exceeding \$500, the S.L.O. must submit its application to the Monetary Affairs Commission for review, but the application must also be reviewed at a meeting of the Board of Directors for final approval; the Monetary Affairs Commission play an advisory role, not a decisive role for funding requests greater than \$500.
 - 9.1.4. All Monetary Affairs Commission approvals shall be submitted for information to the Board of Directors.
- 10. NUGSS funding shall only be used for the purpose it has been allocated for. Any unused portions must be returned to NUGSS.
- 11. Cheques issued for S.L.O. funding will be held by NUGSS for a period of one month after the date of issue. Unclaimed funds will be allocated back into the S.L.O. grant budget.

Recognition of Requirements

I _____, hereby recognize that these funds that are being released to me (or my Student-Led Organization), by the Northern Undergraduate Student Society, are for the specific purposes that were outlined in my application process. If these funds are used for purposes outside of what was outlined in my application I understand that I (or my S.L.O.) will be responsible for full reimbursement and will be subject to disciplinary actions.

I also understand that if I do not submit all proper documentation on how I spent the released funds in the period of 14 days after my event that my S.L.O. will be subject to one or more of the following consequences:

1. The S.L.O. will be barred from applying for MAC funding for a period of 4 months starting at the end of the 14-day documentation submission period.
2. A hold will be put on the S.L.O.s bank account
3. The approval of S.L.O. status will be revoked

Signature of S.L.O. Executive

NORTHERN UNDERGRADUATE STUDENT SOCIETY

Monetary Affairs Commission

Student Led Organization (S.L.O.) Funding Request Rubric

Classification of S.L.O.: [Probationary]/[Established]¹ (circle the applicable category)

Category for Consideration	Score	Explanation
Financial viability and fundraising efforts for the event and the funding that has already be distributed to the S.L.O. in the current semester	___ / 40	
Demonstration of service to undergraduate students	___ / 30	
Service and exposure to NUGSS and broader UNBC community	___ / 15	
Past and present performance of the S.L.O. and any events that they have organized	___ / 10	
Collaboration of other S.L.O.'s in the planning and execution of the event	___ / 5	
	Total Score: () / 100	

* Additional points may be rewarded or deducted (up to 5 points) at the discretion of the Commission members based on the environmental impact of the event.

¹ SLOs with an established status may apply for a maximum of \$500 per calendar year. SLOs with a probationary status may apply for a maximum of \$250 per calendar year.