



## **Funding Policy**

Graduate Students' Association  
Concordia University

Adopted: December 13<sup>th</sup> 2013  
Last Modification: January 24<sup>th</sup> 2014

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**Modification Follow up :**

Date of the modification	The Body who adopted the change and the motion concerned	Article-s affected
December 13 <sup>th</sup> 2013	Council <i>Motion CO-20131213-04</i>	Adoption of the policy, with suggested revision taken into account. Special provision <sup>1</sup>
January 24 <sup>th</sup> 2014	Council <i>Motion CO-20140124-XX</i> <i>Motion CO-20140124-XX</i> <i>Motion CO-20140124-XX</i>	<i>Motion CO-20140124-XX:</i> Article 2.2.1, Article 2.3, <i>Motion CO-20140124-XX:</i> Article 2.8, Article 3.8 <i>Motion CO-20140124-XX:</i> Article 2.4.1, Article 2.4.2, Article 3.4.1, Article 3.4.2

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<sup>1</sup> The Council motion *Motion CO-20131213-04* states the policy is on a one year trial which means that until December 2014, the Funding policy can be amended by a simple majority.

## Definitions

<i>Annual, Year or Academic Year:</i>	In this document any mention of “year” or “annual” Refers to the academic year. As per the definition assigned by the School of Graduate Studies the academic year begins with a Summer Session (May to August) followed by a Regular Session (September to April).
<i>Applicant</i>	A group or a person who applies for funding.
<i>Council</i>	Refers to GSA Council.
<i>Non-profit Club</i>	A non-profit club is an organized group of person sharing a common interest. For the purpose of this policy departmental, program or faculty student association are not considered to be clubs.
<i>Dean of Student</i>	Refers to Concordia Dean of Student office.
<i>Departmental or Faculty Student Association:</i>	Any representative and democratically structured graduate student body, whether organized by Faculty, Department or Program.
<i>Funding</i>	Refers to GSA funding. For the purpose of this policy the Departmental and Faculty Student Association Allocation <b>is not</b> considered as funding.
<i>General Assembly:</i>	The General Assembly represent the decision making body where all the members of a student association are invited to discuss, debate and take decisions.
<i>GSA</i>	The Graduate Student Association of Concordia.

## **Chapter 1**

### **General funding rules**

Except where it is mentioned, the rules stated in Chapter 1 of this policy applies to all funding covered in this document.

#### **1.1 Goal**

The aim of this funding policy is to serve as a guide for the allocation of subsidies granted by the Association and ensure fair, just and transparent proceedings.

#### **1.2 GSA Goals and objectives**

To be eligible applicants must respect the goals and objectives of GSA.

#### **1.3 General eligibility for GSA funding**

The following applications are not eligible for GSA funding:

- a) An application for a single person;
- b) An application by or for charitable organizations or foundations;
- c) All applications contributing to the promotion of a business for profit and / or activity of a for-profit business;
- d) An application for an activity for profit;
- e) Any request that goes against the mandates, Bylaws and principles of GSA;
- f) An application to be used to finance projects or activities credited by Concordia or from any of Concordia's services.

#### **1.4 Conflict of interest**

If a member, councillor, executive or staff, belongs to a group applying for funding or have close ties with the group or one of their representatives, she or he must immediately inform the meeting participants before any discussion on funding for this group or on funding matters in general.

If a councillor or an executive belongs to a group applying for funding or have close ties with the group or one of their representatives, she or he shall leave the room during the vote and will thus not have voting privileges.

In case such information has not been disclosed or said councillor used his voting privileges when there was an obvious conflict of interest, the Council or the General Assembly can cancel the funding. If the funding was already delivered a refund will be asked, in case of non-compliance from the group, the said group and its representative will be banned from every funding opportunity from GSA and their names, group and representatives, added to a black list.

#### **1.5 Funding responsibilities**

The Council is responsible for the GSA's funding, which means that it makes all final decisions. All recommendations (along with applications) from the funding committee will be added to a

consent agenda in council. In accordance with Robert's Rules any councillor may bring an item from the consent agenda to the main agenda for discussion or debate.

### **1.6 Funding Committee**

Each semester, the Council will create a funding committee to analyse applications and allocate funding. The committee is open to all councillors and executives, but must be composed of at least (2) councillors and one (1) executive. A person in a situation of conflict of interest cannot be part of this committee or attend its meeting.

## **Chapter 2**

### **Academic Project Funding**

#### **2.1 Definition**

The Academic project funding are intended primarily to help members and departmental or faculty student associations in a specific project or event related to their area of studies.

#### **2.2 Eligibility**

In addition to the general eligibility criteria, applicant must meet both of the following criteria to be eligible for the Academic Project Funding.

##### **2.2.1 Eligibility of the group**

To be eligible a group must meet the following criteria:

- a. The representatives of the group must be members of the GSA.
- b. The group did not receive funding from GSA in the current academic year.

The departmental or faculty student association who applies or the one related to the Committee who applies must have met the criteria for the “Policy on Departmental and Faculty Student Association Allocation” to be eligible.

##### **2.2.2 Eligibility of the project**

To be eligible the activity or the event must be related to an area of study and happen in the current academic year.

#### **2.3 Priorities for the analysis of applications**

Applications are processed on the following priorities:

- a. The group or the Departmental or Faculty Student Association is duly registered with the GSA;
- b. The applicant or its related Departmental and Faculty Student Association doesn't have its own fees.
- c. The project is largely advertised and accessible to all GSA members;
- d. The project is free for GSA members;
- e. The departmental or faculty student associations or the committee did not receive funding from GSA in the current academic year;
- f. The applicant is applying to other sources of funding.

#### **2.4 Maximum allocated per project or event**

The total amount allowed for one activity or project may not exceed 500\$.

##### **2.4.1 Joint application**

Two or more departmental or faculty student associations can join together to organize a project or an event. In this case, both associations must apply and mention the collaboration.

The total amount allowed for one joint activity or project may not exceed 500\$ per departmental or faculty student association. The total amount allowed may not exceed 10% of the budget for Funds and Subsidies.

#### **2.4.2 Limitations for joint applications**

The following limitations apply:

- a. A joint application cannot be made by a departmental or faculty student association and Group or a Committee that belongs to the same departmental or faculty student association;
- b. A group cannot use its different committees to make a joint application;
- c. Committees belonging to the same group or departmental or faculty student association cannot make a joint application together.

#### **2.5 Yearly funding distribution**

A maximum of 40% of the funding envelope is attributed to the fall semester, from August to December inclusive. The difference, at least 60% is distributed from January to July

#### **2.6 Deadlines**

The deadlines are defined as follows.

Fall semester applications: the first week of October of the current academic year.

Winter and summer semester applications: the first week of March of the current academic year.

#### **2.7 Requirements**

The following information's and documents are required with the application:

- a. Detailed budget for the project. Said budget must include all source of revenue even if provisional, and a detailed account of expenses.
- b. The name, Phone number, email and student ID of all the people in charge of the project.
- c. A clear description of the project of no more than five (5) pages (Times New Roman, 11pt, single-spaced)

#### **2.8 Analysis of applications**

The applications will be analysed no later than four (4) weeks following the deadline.

The ratification of funding allocations by council must be done at the first Council meeting after the evaluation time of applications.

#### **2.9 Budget leftovers**

In the event that the budget dedicated to Academic project funding would not be exhausted, what is left will be reported to the next semester.



### **2.10 Requirements following the realisation**

Following the realisation of the project, the group will provide GSA with a complete financial statement, which should include a copy of the receipts, showing that the money paid was used to achieve the objectives related to the funding request. The report must be filed four (4) weeks after the end of the funded project.

If a group doesn't fill this requirement the said group and its representative will be banned from every funding opportunity from GSA and their names, group and representatives, added to a black list.

## **Chapter 3**

### **Special Project Funding**

#### **3.1 Definition**

The Special project funding goal is to help members and departmental or faculty student associations in a specific project or event designed to contribute to the quality of life, environmental or social or cultural awareness of members of the GSA.

#### **3.2 Eligibility**

In addition to the general eligibility criteria, applicant must meet both of the following criteria to be eligible for the Special Project Funding.

##### **3.2.1 Eligibility of the group**

To be eligible a group must meet the following criteria:

- a. The representatives of the group must be members of GSA.
- b. The group did not receive funding from GSA in the current academic year.

##### **3.2.2 Eligibility of the project**

To be eligible a project must meet the following criteria:

- a. Be open to all GSA members.
- b. The participation to the event or the activity must be free of charge for GSA members.

#### **3.3 Priorities for the analysis of applications**

Applications are processed on the following priorities:

- a. The project relate directly to one or more GSA goals, mandates or principles.
- b. The group is duly registered with GSA.
- c. The applicant doesn't have a regular source of funding.
- d. The applicant is applying to other sources of funding.

#### **3.4 Maximum allocated per project or event**

The total amount allowed for one activity or project may not exceed 500\$.

##### **3.4.1 Joint applications**

Two or more departmental or faculty student associations, Groups or Committees can join together to organize a project or an event. In this case, all of the associations, groups or committees working together must apply and mention the collaboration.

The total amount allowed for one joint activity or project may not exceed 500\$ per departmental or faculty student association, Group or Committee. The total amount allowed may not exceed 10% of the budget allowed to Funds and Subsidies.

### **3.4.2 Limitations for joint applications**

The following limitations apply:

- a. A joint application cannot be made by a departmental or faculty student association and Group or a Committee that belongs to the same departmental or faculty student association;
- b. A group cannot use its different committees to make a joint application;
- c. Committees belonging to the same group or departmental or faculty student association cannot make a joint application together.

### **3.5 Yearly funding distribution**

A maximum of 40% of the funding envelope is attributed to the fall semester, from August to December inclusive. The difference, at least 60% is distributed from January to July

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### **3.7 Requirements**

The following information's and documents are required with the application:

- a. Detailed budget for the project. Said budget must include all source of revenue even if provisional, and a detailed account of expenses.
- b. The name, Phone number, email and student ID of all the people in charge of the project.
- c. A clear description of the project of no more than five (5) pages (Times New Roman, 11pt, single-spaced).

### **3.8 Analysis of applications**

The applications will be analysed no later than four (4) weeks following the deadline.

The ratification of funding allocations by council must be done at the first Council meeting after the evaluation time of applications.

### **3.9 Budget leftovers**

In the event that the budget dedicated to Special project funding would not be exhausted, what is left will be reported to the next semester.

### **3.10 Requirements following the realisation**

Following the realisation of the project, the group will provide GSA with a complete financial statement, which should include a copy of the receipts, showing that the money paid was used to achieve the objectives related to the funding request. The report must be filed four (4) weeks after the end of the funded project.

If a group doesn't fill this requirement the said group and its representative will be banned from every funding opportunity from GSA and their names, group and representatives, added to a black list.