Group Funding

Policy

Graduate Students'

Association Concordia

University

Adopted: December 13th, 2013
Last Modification: April 20th, 2017

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Modification Follow up:

December 13th 2013	Council *Motion CO-20131213-04*	Adoption of the policy, with suggested revision taken into account. Special provision[1]
January 24th 2014	Council *Motion CO-20140124-06* *Motion CO-20140124-06* *Motion CO-20140124-XX*	*Motion CO-20140124-06:* Article 2.2.1, Article 2.3, *Motion CO-20140124-06:* Article 2.8, Article 3.8 *Motion CO-20140124-XX:* Article 2.4.1, Article 2.4.2, Article 3.4.1, Article 3.4.2
March 3rd 2014	Council *Motion CO-20140303-04*	Academic Funding Article 2.2.1 Eligibility of the group Remove b.
April 20th 2017	Council CO- 20170420-14	Many changes

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[1] 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

Annual, Year or Academic Year:	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)
Applicant	A group or a person on behalf of a group who applies for funding. A group must consist of at least 3 persons.
Council	Refers to GSA Council.
Non-profit Club	A non-profit club is an organized group of p e o p l e sharing a common interest. For the purpose of this policy departmental, program or faculty student association are not considered to be clubs.
Dean of Student	Refers to Concordia Dean of Students office.
Departmental or Faculty Student Association:	Any representative and democratically structured graduate student body, whether organized by Faculty, Department or Program.
Funding	Refers to GSA funding. *For the purpose of this policy the Departmental and Faculty Student Association Allocation **is not** considered as funding.
General Assembly:	The General Assembly represent the decision-making body where all the members of a student association are invited to discuss, debate and take decisions.
GSA	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 GSA and ensure fair, just and transparent proceedings.

1.2 GSA Goals and Objectives

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

1.3 General Eligibility for GSA Funding

The following criteria must be met for eligibility:

a. A student association, group or club must include at least three (3) GSA members.

b. A student

c. All applications must be received by the GSA office before the established deadline.

The following applications are NOT eligible for GSA funding:

a. An application by or for charitable organizations or foundations;

b. All applications contributing to the promotion of a business for profit and / or activity of a for-profit business;

c. An application for an activity for profit;

d. Any request that goes against the mandates, bylaws and principles of the GSA;

e. 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, councilor, 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 councilor 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 councilor used her or 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 (including all group representatives) will be ineligible for every funding opportunity from the GSA for the remainder of the academic year. An appeal can be made within two weeks of the decision and the funding committee shall communicate the decision within a month from the appeal submission date.

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 councilor 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 analyze applications and allocate funding. The committee is open to all councilors and executives, but must be composed of at least two (2) councilors 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 is intended to help GSA 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, the applicant must meet both of the following criteria to be eligible for the Academic Project Funding.

2.2.1 Eligibility of the Group

a. To be eligible, all group representatives must be members of the GSA.

b. 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

a. To be eligible the activity or event must be of academic nature to the area of academic study of the applicant/s.

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 does not 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 Association or the committee did not receive funding from the 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 on the application form.

The total amount allowed for one joint activity or project may not exceed $500 per Departmental or Faculty Student Association. The total amount allowed for all joint applications may not exceed 15% 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

2.5 Yearly Funding Distribution

The budget for this funding program per semester shall be less than or equal to 50% of the allocated budget to this program. The committee can recommend council to council to increase the amount spent in a semester.

2.6 Deadlines

The deadlines are defined as follows:

a. Summer semester applications: the first Monday of June of the current academic year.

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

c. Winter semester applications: the first Monday of March of the current academic year.

2.7 Requirements

The following information and documents are required with the application:

a. A completed application form. Please note all fields are required.

b. Detailed budget for the project. Said budget must include all source of revenue even if provisional, and a detailed account of expenses.

c. A clear description of the project of no more than three (3) pages (Times New Roman, 11pt, single-spaced)

d. Proof of application to the Office of the Dean of Students to add the activity to the Concordia Co-curricular Record (CCR) database. Otherwise, a rationale for why volunteers are not expected is provided.

e. After submitting your application for the GSA Academic Project Funding subsidy, all promotional material for the proposed project must have the GSA logo represented.

2.8 Analysis of Applications

The following procedures will be taken to process applications:

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

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

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c. Applicants will be notified of the outcome of their application no later than six (6) weeks following the deadline of application.

2.9 Budget Leftovers

In the event that the budget dedicated to the Academic Project Funding subsidy would not be exhausted in any given semester, the remainder will roll over to the following semester within the same academic year.

2.10 Requirements Following the Realization of the Project

Following the realization of the project, the group will provide GSA with the following:

a. A complete financial statement, which will include original receipts showing that the money paid was used to achieve the objectives related to the funding request.

b. A report proving the project was realized. In addition to a brief written report, this can include photos and copies of attendance. These documents must be received by the GSA no later than four (4) weeks after the end date of the funded project.

c. Additionally, if the project was accepted into the Concordia Co-curricular Record (CCR), a copy of an e-mail sent to the Office of the Dean of Students listing all volunteers that participated must be provided. The report must be filed four (4) weeks after the end of the funded project.

If a group does not fulfill these requirements, the said group and its representatives will not be reimbursed for the current project. In addition, the group and its representatives will be ineligible from future funding opportunities from the GSA within the same academic year. An appeal can be made within two weeks of the decision and the funding committee shall communicate the decision within a month from the appeal submission date.

Chapter 3 - Special Project Funding

3.1 Definition

The Special Project Funding subsidy is intended to help GSA members and Departmental or Faculty Student Associations in a specific project or event that is designed to contribute to the quality of life, environmental, social or cultural awareness of members of the GSA.

3.2 Eligibility

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

3.2.1 Eligibility of the Group

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 of the event or activity must be free of charge for GSA members.

c. The applicant/s must clearly demonstrate how the project will contribute to the quality of life, and/or environmental, social or cultural awareness of members of the GSA.

3.3 Priorities for the Analysis of Applications

Applications are processed on the following priorities:

a. The project relates directly to one or more GSA goals, mandates or principles.

b. The group is duly registered with GSA.

c. The applicant does not have a regular source of funding.

d. The applicant is applying to other sources of funding.

3.4 Maximum Amount Allocated per Project or Event

The total amount offered by the GSA 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 on the application form.

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 for all joint applications may not exceed 15% 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.

3.5 Yearly Funding Distribution

The budget for this funding program will be equally distributed between the three semesters (Fall, Winter and Summer) at the beginning of the academic year (May 1st).

3.6 Deadlines

The deadlines are defined as follows.

a. Summer semester applications: the first Monday of June of the current academic year.

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

c. Winter semester applications: the first Monday of March of the current academic year.

3.7 Requirements

The following information and documents are required with the application:

a. A completed application form. Please note all fields are required.

b. Detailed budget for the project. Said budget must include all source of revenue even if provisional, and a detailed account of expenses.

c. A clear description of the project of no more than three (3) pages (Times New Roman, 11pt, single-spaced)

d. Proof of application to the Office of the Dean of Students to add the activity to the Concordia Co-curricular Record (CCR) database. Otherwise, a rational for why volunteers are not expected is provided.

e. After submitting your application for the GSA Academic Project Funding subsidy, all promotional material for the proposed project must have the GSA logo represented.

3.8 Analysis of Applications

The following procedures will be taken to process applications:

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

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

c. Applicants will be notified of the outcome of their application no later than six (6) weeks following the deadline of application.

3.9 Budget leftovers

In the event that the budget dedicated to the Special Project Funding subsidy would not be exhausted in any given semester, the remainder will roll over to the following semester within the same academic year.

3.10 Requirements Following the Realization of the Project

Following the realization of the project, the group will provide GSA with the following:

a. A complete financial statement, which will include original receipts, showing that the money paid was used to achieve the objectives related to the funding request.

b. A report proving the project was realized. In addition to a brief written report, this can include photos and copies of attendance. These documents must be received by the GSA no later than four (4) weeks after the end of the funded project.

c. Additionally, if the project was accepted into the Concordia Co-curricular Record (CCR), a copy of an e-mail sent to the Office of the Dean of Students listing all volunteers that participated must be provided. The report must be filed four (4) weeks after the end of the funded project.

If a group does not fulfill these requirements, the said group and its representatives will not be reimbursed for the current project. In addition, the group and its representatives will be ineligible from future funding opportunities from the GSA within the same academic year. An appeal can be made within two weeks of the decision and the funding committee shall communicate the decision within a month from the appeal submission date.