



Funding and Academic and Special Projects extra-curricular conference policy

**Graduate Students' Association
Concordia University**

Definitions

<i>Annual, Year or Academic Year:</i>	A year period starting June 1 and ending May 31.
<i>Council</i>	GSA Council.
<i>Club</i>	A club recognized under the Association and Club policy.
<i>Dean of Student</i>	Concordia's Dean of Students 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 is not 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.

1.1. Goal

The goal of this 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. 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. Students applying for the Special Project Fund must be GSA members
- c. Applications must be received by the GSA office before the deadline.

The following applications are not eligible for GSA funding:

- a. An application by or for charitable organizations or foundations;
- b. Applications contributing to the promotion of a business for profit and / or activity of a for-profit business;
- c. An application for a for profit activity;
- d. Any request that goes against the mandates, bylaws and principles of the GSA;

1.3. 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, and withdraw from the discussion and vote, if applicable. 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, their vote will be void and the Council can cancel the funding. If the funding was already delivered, a refund will be required. 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.

1.4. 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.

1.5. Funding Committee

The funds will be allocated by the Budget and Funding Committee, in accordance with the By-Laws.

Chapter 2 - Academic and Special 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. The Special Project Funding is a 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.

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 or Special Project Project Funding.

2.2.1 Eligibility of the Group

- a. Students or group of students applying to the special project fund must be members of the GSA
- b. To be eligible, all group representatives must be members of the GSA.
- c. The Departmental or Faculty Student Association who applies or the one related to the committee who applies must have met the criteria of the “Policy on departmental and Faculty Student Association Allocation” to be eligible.
- d. The group or the Departmental or Faculty Student Association is duly registered with the GSA;
- e. The project is largely advertised and accessible to all GSA members;
- f. The project should remain financially accessible for GSA members;
- g. The applicant is attempting to secure other sources of funding.
- h. The application is not to be used to finance projects or activities already credited by Concordia University.

2.3 Maximum Allocated per Project or Event

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

2.3.1 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.

2.3.2 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 where the membership overlaps.
- b. A group cannot use its different committees under its umbrella to make a joint application.

2.4 Yearly Funding Distribution

The budget for the Academic and Special project funding program per semester shall be less or equal to 50% of the allocated budget to this program for the year. The budget and funding committee can recommend to council to increase the percentage spent in a semester.

2.5 Deadlines

The deadlines are defined as follows:

- a. Summer semester applications: June 30 year.
- b. Fall semester applications: October 31 year.
- c. Winter semester applications: March 31
- d. Should the deadline fall on a weekend or a university recognized holiday, the deadline is extended to the next business day.

2.6 Requirements

The following information and documents are required with the application:

- a. A completed application form.
- b. Detailed budget for the project. Said budget must include all source of projected revenues, and a detailed account of expenses.
- c. A clear description of the project of no more than three (3) pages
- d. After approval of your application for the GSA Academic Project Funding subsidy, all promotional material for the proposed project must have the GSA logo represented.

2.7 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 by the budget and funding committee for final approval by the Council
- b. Applicants will be notified of the outcome of their application no later than six (6) weeks following the deadline of application.

2.8 Requirements Following the Realization of the Project

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

- a. A complete income statement (revenues and expenses), 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 is in default and does not remedy the default to 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: GSA Extra-Curricular Engagement Program

The Concordia Graduate Students' Association (GSA) offers graduate students financial assistance for attending and participating in academic projects, conferences, or events that are related to their field of study. The GSA acknowledges the importance of participating in projects and attending events in the student's field of study that is related to the student's research and field of study, but not necessarily presenting research at a conference. This subsidy is intended for individual students in course-based programs who wish or are required to engage in extra-curricular events and/or academic projects within their field of study, and such events or projects require the student to pay out-of-pocket in order to participate. While this subsidy prioritizes students in course-based programs, all graduate students at Concordia are eligible to apply.

Potential projects and events might include but are not limited to:

- a. Attending artist talks, conferences or exhibitions
- b. Artist residencies
- c. Individual projects that require personal expenses

- d. Leading workshops that require personal expenses
- e. Eligibility and documentation guidelines.

3.1 Eligibility Requirements:

- a. All graduate students registered at Concordia University are eligible to apply for the GSA Extra-Curricular Engagement subsidy.
- b. Each student is limited to a maximum of \$500.00 reimbursement per academic year (including Summer, Fall and Winter semesters).
- c. If awarded a subsidy, the student must have spent and will receive, a minimum amount of \$100.

3.1 Application Deadline:

To apply for this subsidy, you are not required to obtain pre-approval prior to attending or participating in an event or project. Instead, you must submit your application after having attended or participated in your event. The GSA must receive your completed application form and all required documentation no later than 30 calendar days after the last day of the project or event.

3.2 Funding Distribution:

- a. It is the goal of this subsidy program to assist students in financing their academic extra-curricular experiences as graduate students. As such, we aim to disburse the funding envelope as widely and fairly as possible, however there is no guarantee you will receive a subsidy.
- b. Funding will be allocated and disbursed once per semester (Summer, Fall, Winter,). This means that all applications received within the semester (up until the last calendar day in the semester) will be processed together.
- c. In the case that the funding budget for any semester has not been exhausted, the surplus will roll over to the following semester.
- d. Applications are processed based on the following priorities:
 - a) Applicants are registered in a course-based program
 - b) Applications that demonstrate the strongest correlation between event/project and the student's field of study
 - c) Applications that demonstrate the highest expenses paid

3.3 Documentation Guidelines:

A completed GSA Extra-Curricular Engagement Application consists of six components:

- a. Your completed and signed application form
- b. A project/event description and its relevance to your field of study
- c. Proof of student status
- d. Attached documentation providing proof of project/event.
- e. Attached documentation providing proof of project expenses.
- f. Attached documentation providing proof of travel (if applicable)

3.4 Completed and Signed Application Form:

Please download the GSA Extra-Curricular Engagement form from the GSA website. You may also pick up a paper copy of the form from the GSA Office (2030 Mackay street). Before completing the form, please note the following:

- a. The form may be completed electronically or by hand.
- b. All fields are required.
- c. If you are unable to provide required information or documentation, you may attach a supplementary one-page explanation and in-kind documentation for consideration with your application

3.5: Project/Event Description:

Please provide a description of the project/event you participated in and explain its relevance to your field of study (max 500 words, 12pt font, double spaced).

3.6: Student Status:

Please provide the following:

- Proof of student status (copy of student record printed from student portal).

3.7: Proof of Project/Event:

Please provide the following:

- A printout (online) or photocopy of the notice/booklet/brochure/schedule of the event or project.

3.8: Proof of Project Expenses:

Please provide the following:

- a. Receipts that demonstrate proof of expenses specifically related to the project/event (Photocopies are acceptable). Bank or credit card statements may be submitted if expenses are clearly marked via highlighting.
- b. An explanation as to the necessity of said expenses for the required outcome of the project/event.

3.9: Proof of Travel (if applicable):

Please provide the following if applicable:

- a. Boarding passes showing travel to the city/region hosting event you attended; boarding passes must include your name and date of travel. Photocopies are acceptable.
- b. Hotel check-out receipt that includes your name, location and shows balance paid.
- c. Credit card or bank statement that indicates your name and the charges made in the location of your event during the event time period. Please highlight your name and the relevant charges.

N.B: The GSA does not accept travel itineraries as proof of travel (e.g. a receipt from Expedia, Travelocity, etc. for a flight/hotel). Food costs will not be considered.

3.10: Application Submission:

You can drop off your completed GSA Extra-Curricular Engagement application to the GSA office between opening hours or mail it to:

VP Internal
Graduate Students' Association
Concordia University
2030 Mackay Street,
1st floor, Montreal, Quebec
H3J 2J1, Canada

GSA Extra-Curricular Engagement applications will take approximately 30 days to be processed after the last calendar day in the semester. The Vice President Internal will email you in regard to your application.