



## **Funding Policy**

Graduate Students' Association  
of  
Concordia University

*Last Modification:*  
*Ratified on:*

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## ***Definitions***

<b>Annual, Year or Academic Year:</b>	A 12 month period starting June 1st and ending May 31st
<b>Council:</b>	The GSA's Council of Directors
<b>Club:</b>	A club recognized under the Associations and Clubs Policy
<b>Dean of Students:</b>	Concordia University's Dean of Students Office
<b>Departmental or Faculty Student Association:</b>	Any representative and democratically elected graduate student body, whether organized by faculty, department, or program.
<b>Funding:</b>	Refers to funding provided by the GSA. For the purposes of this policy the Departmental and Faculty Student Association Allocation is not considered as funding.
<b>General Assembly:</b>	The General Assembly represents the decision-making body where all the members of a student association are invited to discuss, debate, and make decisions.
<b>GSA:</b>	The Graduate Students' Association of Concordia University

## ***Article I - Goal***

1. 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.

## ***Article II - General Eligibility for GSA Funding***

1. The following criteria must be met for eligibility:
  - 1.1. A student association, group or club must include at least three (3) GSA members;
  - 1.2. Students applying for the Special Project Fund must be GSA members;
  - 1.3. Applications must be received by the GSA office before the deadline;
2. The following applications are not eligible for GSA funding:
  - 2.1. An application by or for charitable organizations or foundations;
  - 2.2. Applications contributing to the promotion of a business for profit and / or activity of a for-profit business;
  - 2.3. An application for a for-profit activity;
  - 2.4. Any request that goes against the mandates, bylaws and principles of the GSA;

## ***Article III - Conflict of Interest***

1. 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.
2. In case such information has not been disclosed or the councilor in question 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.
3. 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.

## ***Article IV - Funding Responsibilities***

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

## ***Article V - Funding Committee***

1. The funds will be allocated by the Budget and Funding Committee, in accordance with the GSA'S General By-Laws.
2. This Committee is composed of:
  - 2.1. The President (non-voting member)
  - 2.2. The Vice President – Internal (chair)
  - 2.3. The Vice President – Academic/Advocacy (non-voting member)
  - 2.4. Five (5) members of the Council, from different faculties.
  - 2.5. GSA's Finance Manager (Ex Officio Non-Voting member)
3. The Committee meets at the end of the funding period to evaluate all funding applications. The chair shall not vote except in case of a tie.
4. The Committee must have a quorum of a majority of the sitting voting members.
5. Funding applications are approved as a vote of simple majority.
6. After funding applications are approved by the Funding Committee, they are submitted to The Council for final approval.
7. The Funding Committee operates based on the guidelines laid out on this policy.

## ***Article VI - Academic and Special Project Funding***

1. The Academic Project Funding is intended to help GSA members and Departmental or Faculty Student Association in a specific project or event related to their area of studies.
2. The Special Project Funding is a subsidy 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. In addition to the general eligibility criteria, the applicant(s) must meet the following criteria to be eligible for the Academic Project or Special Project Funding:
  - 3.1. Students or group of students applying to the special project fund must be members of the GSA;
  - 3.2. All group representatives must be members of the GSA;
  - 3.3. 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";
  - 3.4. The group or the Departmental or Faculty Student Association is duly registered with the GSA;
  - 3.5. The project is largely advertised and accessible to all GSA members;

- 3.6. The project should remain financially accessible for GSA members;
- 3.7. The applicant is attempting to secure other sources of funding.
- 3.8. The application is not to be used to finance projects or activities already credited by Concordia University.
4. The total amount a group can apply for, for one activity or project, may not exceed \$500.
5. 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.
  - 5.1. The following limitations to joint applications apply:
    - 5.1.1. 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.
    - 5.1.2. A group cannot use its different committees under its umbrella to make a joint application.
6. 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 the council to increase the percentage spent in a semester.
7. The application deadlines are defined as follows:
  - 7.1. Summer semester applications: June 30th
  - 7.2. Fall semester applications: October 31st
  - 7.3. Winter semester applications: March 31st
  - 7.4. Should the deadline fall on a weekend or a university recognized holiday, the deadline is extended to the next business day.
8. The following documentation is required for the application to be considered:
  - 8.1. A completed application form;
  - 8.2. Detailed budget for the project. Said budget must include all sources of projected revenues (including funding received from other sources) and a detailed account of expenses (overall expenses incurred);
  - 8.3. A clear description of the project of no more than three (3) pages;
  - 8.4. Failure in providing the complete information may lead to rejection of application.
9. After approval of your application all promotional material for the proposed project must have the GSA logo represented;
10. Following the realization of the project, the group will provide GSA with the following:
  - 10.1. 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.
  - 10.2. A report proving the project was realized. In addition to a brief written report, this can include photos and copies of attendance.
    - 10.2.1. These documents must be received by the GSA no later than four (4) weeks after the end date of the funded project.

- 10.2.2. 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.
  - 10.2.2.1. The report must be filed four (4) weeks after the end of the funded project.
- 10.3. If a group is in default and does not remedy the default to these requirements, 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.
  - 10.3.1. 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.

## ***Article VII - GSA Extracurricular Engagement Program***

1. The GSA offers graduate students financial assistance for attending and participating in academic projects, conferences, or events that are related to their field of study.
2. 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.
3. 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.
4. While this subsidy prioritizes students in course-based programs, all graduate students at Concordia are eligible to apply.
5. Potential projects and events might include but are not limited to:
  - 5.1. Attending artist talks, conferences or exhibitions
  - 5.2. Artist residencies
  - 5.3. Individual projects that require personal expenses
  - 5.4. Leading workshops that require personal expenses
6. To be eligible for this funding applicants must be registered as a graduate student at Concordia University;
7. Each student is limited to a maximum of \$500.00 reimbursement per academic year (including Summer, Fall and Winter semesters).
8. For consideration for the funding, the student must have spent a minimum eligible (Post deduction of the funding from other sources) amount of \$100;
9. 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.
10. A completed GSA Extra-Curricular Engagement Application consists of the following components:
  - 10.1. A project/event description and its relevance to your field of study;
  - 10.2. Proof of student status;

- 10.3. Attached documentation providing proof of project/event;
- 10.4. Attached documentation providing proof of project expenses;
- 10.5. Attached documentation providing proof of travel (if applicable).
11. 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.

## ***Article VIII - Distribution of Funding for Extracurricular Engagement***

1. 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;
2. 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.
3. In the case that the funding budget for any semester has not been exhausted, the surplus will roll over to the following semester.
4. Applications are processed based on the following priorities:
  - 4.1. Applicants are registered in a course-based program
  - 4.2. Applications that demonstrate the strongest correlation between event/project and the student's field of study
  - 4.3. Applications that demonstrate the highest expenses paid

## ***Article IX - Skill Up Certification Bursary***

1. The GSA provides a subsidy for graduate students who must pay to receive certifications or who must pay out-of-pocket expenses to attend educational workshops related to their field of study;
2. The subsidy covers either 50% of the cost or \$75 CAD, whichever is lower;
  - 2.1. The maximum amount can be proportionally reduced if the number of successful applications would exceed the approved budget.
3. Graduate students are entitled to \$150 CAD per year for this subsidy;
4. The conditions of acceptance are as follows:
  - 4.1. Certifications should be included in the GSA's list of accepted certification programs;
    - 4.1.1. If the certification/workshop is not listed in the GSA list, the applicant should input all the necessary details in the corresponding area of the google form. Based on the applications for the new certifications/workshops, the Policy committee will review and suggest updating the GSA list, which is done every semester;
  - 4.2. Fees for the workshop or certification must already be paid;
  - 4.3. In the case of exams for certification, proof of passing must be submitted;



- 4.4. Sponsored or Discounted certification examinations/educational workshops are not eligible for this subsidy;
- 4.5. All applicants will be verified for authenticity, if found otherwise or malpractice, the application will be rejected;
- 4.6. Applications can be rejected for failure to submit required documentation, or any incomplete or misleading application.
5. The following information is required to apply for this subsidy:
  - 5.1. Government Identification;
  - 5.2. Proof of Enrolment at Concordia University;
  - 5.3. Receipt of Payment for Certification or Workshop;
  - 5.4. Certificate of Completion or Proof of Passing.
6. Below are the application deadlines:
  - 6.1. Summer semester applications: August 31st
  - 6.2. Fall semester applications: December 20th
  - 6.3. Winter semester applications: April 30th
7. Applications will be submitted to the VP Internal for verifications and approval. Following approval by the VP Internal, it will be approved by the Budget and Funding committee.

## ***Article X - Analysis of Applications for Academic and Special Projects***

1. The following procedures will be taken to process applications:
  - 1.1. 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;
  - 1.2. Applicants will be notified of the outcome of their application no later than six (6) weeks following the deadline of application;
  - 1.3. Analysis is dependent on the funding available for the term in the corresponding budget line category as decided by the budget and funding committee;
  - 1.4. The amount that can be given will be decided by analyzing the application eligibility.
  - 1.5. Distribution of funds is done by prorated, as explained in Annex A

## Annex A

### Prorated funding example:

For this example, let us state that the funding budget for a particular term is \$300 CAD. For the applications, we received the following two:

- Student 1 has an expense of \$1000 CAD\*
- Student 2 has an expense of \$300 CAD\*

*\* after deducting funding received from other sources*

Based on the funding policy, applicant 1 is technically eligible for only \$500 CAD (Article VII item 7) and applicant 2 is eligible for \$300 CAD for a total maximum eligible amount of \$800 CAD.

Since the amount available is only \$300 CAD, the funds will be distributed proportionally to the amount required by each applicant. For this we utilize the following formula:

$$\text{Maximum Eligible Amount} * \left( \frac{\text{Total Budget of the Term}}{\text{Total Maximum Eligible Amount}} \right)$$

Now, let's calculate how much each student will receive:

- Applying the formula for student 1 we get:

$$500 * \left( \frac{300}{800} \right) = \$187.50 \text{ CAD}$$

- Therefore student 1 will get 62.5% of their maximum eligible amount (\$500 CAD), which is \$187.5 CAD.

- Applying the formula for student 2 we get:

$$300 * \left( \frac{300}{800} \right) = \$112.50 \text{ CAD}$$

- Therefore student 2 will receive 37.5% of their maximum eligible amount (\$300 CAD), which is \$112.5 CAD.