



King's University College Students' Council  
**GRANTS POLICY**

**EFFECTIVE:** November 23<sup>rd</sup>, 2014

**SUPERSEDES:** N/A

**AUTHORITY:** Finance Committee

**RATIFIED BY:** Council  
November 23<sup>rd</sup>, 2014

**RELATED DOCUMENTS:**

- By-Law #1

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**PREAMBLE:**

The KUCSC is passionate about providing support for student initiated events and services. In the event that unique and valuable opportunities exceed individual student or student group resources, the KUCSC has established a grants fund that all King's University College student or student groups may access. While the KUCSC celebrates and supports many of the community and social enterprises initiated by students at King's, this grant fund is intended to support "in-house" activities; that is, services or events that directly and broadly enhance the King's Student experience.

**1.00 SCOPE**

- 1.01 The KUCSC Grant Fund is exclusively open to undergraduate students of King's University College, with preference to be given to KUCSC ratified student groups.
- 1.02 All grant applications must be able to demonstrate that the request is in line with the KUCSC mandate and long term vision.
- 1.03 All applications must be able to demonstrate that the event or service requiring funding is uniquely valuable to the university experience.
- (1) As such, events or services that incorporate an academic component shall be given priority.
- 1.04 All Grant Application Requests must be able to demonstrate wide and direct benefit to the King's Community.

**2.00 ALLOCATION OF GRANT FUNDS**

- 2.01 Decisions pertaining to grants shall be the sole purview of the KUCSC Grants Sub-Committee.
- 2.02 The Grants Fund shall be renewed each budget year on request of the KUCSC Chief Financial Officer (CFO) upon consultation with the Grants Sub-Committee.
- (1) The request, as a part of the KUCSC Operating Budget, requires the approval of Council.
- 2.03 The Grant Application process shall be as follows:



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- (1) All potential applicants must complete and submit the Grants Application Form no less than four weeks prior to the date in which the funds are required.
  - i. The Grants Application Form shall be available on both the KUCSC website or in the KUCSC office.
- (2) Requests for funding are due five (5) business days prior to each scheduled meeting of the Committee. Requests received less than five (5) business days prior to a scheduled meeting shall be considered at the next scheduled meeting. A list of meeting dates shall be made available by the Chair of the Committee at the beginning of each semester.
- (3) The applicant shall attach a detailed budget including all revenues and expenditures with explanations for their purposes. The bottom line of the budget shall represent the projected cash shortfall (that is, the amount requested);
- (4) The applicant shall include any further details that the Grants Sub-Committee may need to reach a decision; and,
- (5) The applicant may request to make a presentation to the Grants Sub-Committee at its next duly constituted meeting, but a presentation is not a requirement.

### **3.00 OTHER STIPULATIONS**

- 3.01 Total funding per one (1) request for funding shall not exceed twenty percent (20%) of the total available funding.
- 3.02 Individual student groups shall not be awarded more than thirty-five percent (35%) of the total available funding throughout one (1) academic year.
- 3.03 In the event that funding requests are deemed to otherwise be equal, preference shall be given to:
  - (1) KUCSC ratified student groups;
  - (2) First-time applicants.
- 3.04 All successful grant applications must be presented to Council in the Finance Committee's Report to Council.
- 3.05 Any unallocated money in the Grant Funds account at the end of the KUCSC fiscal year shall not be carried forward to the following year's budget.

### **4.00 DUE DILIGENCE**



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- 4.01 All grantees must sign a Letter of Agreement outlining the purpose of the awarded funds.
- 4.02 All grantees must submit a final report to the Grants Sub-Committee, no later thirty (30) days after the initiative is completed, detailing how the grant money was spent, how the KUCSC was recognized for providing funding, and the results of the initiative.
- (1) Report templates shall be distributed with the Letter of Agreement.
  - (2) If the grantee does not present a final report, or if it is discovered they did not abide by the terms of the Letter of Agreement, then the grantee will not be eligible for further grants until the Grants Sub-Committee is satisfied that the grantee is a responsible steward of grant funds.

**5.00 PROCEDURAL AUTHORITY**

- 5.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Finance Committee.
- (1) The scope of such Procedures is limited to the scope of this policy.
  - (2) In the event of any conflict, this Policy supersedes any documents created under it.
  - (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.
  - (4) Any decision by the Executive Council may be overturned by a two-thirds (2/3) vote of council.