



Funding Policy

As at April 2017

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Context:

The organization, from time to time and in accordance with the NSCC SA Common Constitution, may set policies and procedures that govern the Campus Student Association's actions and activities. These policies will be presented to the Student Association Students' Council for ratification by a vote of the members.

Policy Background:

According to Article 1 of the NSCC SA Common Constitution, "the SA Students' Council will plan, organize or support activities, projects and services that support the growth and intellectual development of the student body". To fulfill this mandate, the Student Association allocates monies each year to sponsor extracurricular trips, events and activities organized by various individuals, programs and/or classes.

Section 1 – PURPOSE OF FUNDING

The Student Association is committed to enhancing the college experience for all students. To help fulfill this mandate, the SA has allocated funds within their organizational budget to help support opportunities for students to experience different facets of their program of study. From time to time, classes, programs, and individual students engage in co-curricular and extracurricular activities that enhance the overall educational experience and may submit a request to the Student Association to receive funds to support the delivery of these activities.

Section 2 – CATEGORIES OF FUNDING

The following categories have been established to deal with funding applications:

- a) **Individual Funding:** To be eligible to receive this category of funding, the individual must be a fee paying member of the Student Association, and meet all criteria outlined in this document. Individual funding applications will be managed through a separate account in the budget designated specifically for this purpose.
- b) **Group Funding:** To be eligible to receive this category of funding, the group must consist of 2 or more fee paying members of the Student Association, and meet all criteria outlined in this document. Group funding applications will be managed through a separate account in the budget designated specifically for this purpose.

Section 3 – NSCC STAFF AND FACULTY FUNDING APPLICATIONS

NSCC staff and/or faculty members looking to request funding from the Student Association to sponsor or co-sponsor events, activities, programs and/or services for the benefit of students must make a formal request to the Student Association using the NSCCSA internal sponsorship form.

The Student Association does not provide individual funding to staff or faculty.

Section 4 – ITEMS ELIGIBLE FOR FUNDING

Due to limited resources to address funding applications, requests are limited to the following items (unless special permission is obtained from the VP Finance):

- 1) Educational co-curricular or extracurricular field trips, conferences or competitions (does not include sightseeing trips).
- 2) Transportation costs (vehicle rental, gas for rental vehicle, etc) for co-curricular or extracurricular activities.
- 3) Provision of guest speakers
- 4) Delivery of on or off campus events (i.e. employer expo, facility tours, etc)



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Section 5 – ITEMS INELIGIBLE FOR FUNDING

- 1) Funding will **not** be provided for any **mandatory** program costs, including but not limited to field trips and service learning activities.
- 2) Funding will not be provided to an individual who has already received alternate funding from the SA (i.e. as part of a group) for the same activity.
- 3) In accordance with the Student Association Risk Management policy, funding can not include the cost of gas if primary transportation is done through carpooling using personal vehicles.
- 4) The Student Association will not consider applications from individuals and/or groups which would require the SA:
 - a. to provide funding for an event that has already occurred; or
 - b. to commit funds outside of the current academic year.
- 5) Funding will not be provided for any activities which may jeopardize the SA's status or standing within the College.
- 6) Charitable donation requests or emergency monetary requests are not eligible for this funding type. Individuals are encouraged to speak to the VP Finance about accessing the general Donations budget or the Student Emergency Fund.

Section 6 – APPLICATION SUBMISSION

- 1) An *SA Funding Application Form* **MUST** be completed for every request.
- 2) Only applications submitted by SA fee paying students or on behalf of fee paying students will be considered.
- 3) Group funding applications must include a complete list of student numbers and names of participants.
- 4) All applications must include detailed estimates of all expenses as well as a consideration of any cost saving measures/alternatives and fundraising already completed.
- 5) All applications are to be submitted directly to the Student Association office and the campus SA VP Finance, who will coordinate the application review process and communicate those dates to the individual submitting the application.
- 6) The individual submitting the funding application form may be asked to attend a meeting in which funding will be discussed to answer questions from Student Association members.
- 7) Incomplete application forms will not be processed.
- 8) Applications should be submitted well in advance of the event/activity for which funding is being requested but **NO LATER** than 2 weeks prior to the event.
- 9) As of April 1st, no more applications for funding will be accepted. Individuals/groups holding an event or activity after that date are advised to submit their funding request prior to the cut off.

Section 7 – APPLICATION EVALUATION

The Student Association will review all funding applications using the following general guidelines:

- 1) Funding will be reviewed based on the number of applications per semester and will also consider:
 - a. the number of students benefiting from the funding application;
 - b. the accessibility of the proposed activity/event/program (cost to students, held in an accessible venue, etc);
 - c. the applicability of the activity/event/program to the wider NSCC community (does it address topics of interest to a wider variety of students); and
 - d. level of commitment to activity demonstrated by the amount of fundraising that has already occurred.

Section 8 – ACCESSING FUNDS

Once funding is approved, the Student Association will make arrangements for payment. The following are some general payment guidelines:



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- 1) When possible, cheques must be made payable to companies, stores, or organizations and not to a student directly.
- 2) All cheques must be picked up from the Student Association by one of the contact persons listed on the Funding Application form.
- 3) All invoices/receipts and any unspent money (if applicable) **must** be submitted to the Student Association within two weeks of the funded activity. If this requirement is not met, the individual/group will not be eligible for any further funding and may be required to repay all funds to the Student Association.

IMPORTANT NOTES:

The NSCC and the NSCCSA do not advocate the use of a personal vehicle for the purposes of carpooling to or from an activity. However, those students choosing to do so should be advised that they are not covered under the NSCC or the NSCCSA liability insurance policy for travel related accidents. In this case, any and all liability is transferred to the owner of the vehicle and their personal insurance policy.

The Student Association reserves the right to recommend a percentage or lesser dollar amount of the original funding requested on the application. The Student Association also reserves the right, for budgetary reasons, to cap the amount any one individual or group may request. In this case, students submitting funding requests will be advised of this cap.

When the budgeted accounts for group funding and/or individual funding are depleted, the Student Association is no longer obligated to fund any further requests. **Students are advised to submit their applications well in advance of the activity.**



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Individual funding:

Group funding:

STUDENT CONTACT INFORMATION: (individual submitting request)

Name: _____ **Submission Date:** _____

Email Address: _____

Telephone Number: _____ **Date of Activity:** _____

PURPOSE OF FUNDING: (Please be specific)

For all Group requests - NUMBER OF STUDENTS PARTICIPATING: _____
(Attach list of student names/ID #)

EXPECTED COSTS: (Please be specific)

Travel: _____

Catering/Food: _____

Publicity: _____

Accommodations: _____

Supplies: _____

Other: _____

CURRENT FUNDRAISING COMPLETED: \$ _____

AMOUNT REQUESTED FROM THE SA: \$ _____



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ACKNOWLEDGEMENT:

I certify that the above requested funding is not to cover the cost of a mandatory course or program requirement, as outlined in Section 5 – Items Ineligible for Funding.

Further, I understand that if my request is approved, I am required to return any/all unused monies as well as receipts to the Student Association within two weeks of the date of the activity.

Signature

CHECKLIST: (for office use only)

Application received by: _____

Date of review meeting: _____

Student in attendance?: Yes No

Request Approved?: **Yes** If yes, amount:\$ _____

No If no, student to be advised.

Follow up required: Receipts Returned Money (\$ _____)

Comments: