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 Student 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 but may not be included in their course work.

From time to time, classes, programs, and individual students engage in co-curricular and extracurricular activities that enhance the overall educational experience but are neither mandatory nor a part of their program curriculum. To support these activities that will help introduce additional relevant content related to their studies, students may submit a request to the Student Association to receive funds to support the delivery, participation, or engagement of these activities.

Section 2 – CATEGORIES OF FUNDING

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

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.
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.

Section 3 – NSCC STAFF AND FACULTY FUNDING APPLICATIONS

NSCC staff and/or faculty members seeking group funding on behalf of their class are encouraged to work with these students on their submission for group funding (as outlined above).

NSCC staff and/or faculty members wishing to request funding from the Student Association for activities, programs, or events can do so by following the Internal Sponsorship Request process.

Section 4 – ITEMS ELIGIBLE FOR FUNDING

Funding for events/activities are considered valid if one or more of the following criteria are met:

1) Educational co-curricular or extracurricular field trips, conferences or competitions.

2) Costs for vehicle rental and gas for rental vehicle to attend co-curricular or extracurricular activities.

3) Provision of guest speakers on campus.

4) Delivery of on or off campus events (i.e. employer expo, facility tours, etc.)

Section 5 – ITEMS INELIGIBLE FOR FUNDING

1) Funding will **not** be provided for any **mandatory** program costs as determined by the tuition structure for the program. Details about the tuition breakdown for each program can be found at https://www.nscc.ca/programs-and-courses/programs/programlisting.aspx

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. This includes requests to top up previously approved funding to offset unforeseen costs or costs resulting from inaccurate estimates provided in the original application.

3) Funding cannot include the cost of gas if primary transportation is done through carpooling using personal vehicles. This is a stipulation of the college and SA insurance policies. Should students choose to attend an event using personal vehicles, there will be no reimbursement for the cost of gas and all liability is assumed by the owner of the vehicle and their personal insurance.

4) The Student Association will not consider applications from individuals and/or groups which would require the SA to provide funding for an event that has already occurred or to commit funds outside of the current academic year (beyond April 30th).

5) All events or activities for which funding is being requested must comply with all applicable college and SA policies. Please refer to https://www.nscc.ca/about/publications/policies-procedures/index.asp to view applicable NSCC policies and https://www.nsccstudentassociation.ca/student-gov for SA policies.

6) Charitable donation requests or emergency monetary requests are not eligible for this funding type. Charitable requests can be made during Council meetings. For emergency funding requests, please reach out to Student Services to review available options such as Urgent Aid or community supports.

Section 6 – APPLICATION SUBMISSION

1) An *SA Funding Application Form* MUST be completed in full for every request, including all costs even if estimates are required to do so. See pages 5 and 6 of this document.

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 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 when the application will be reviewed by Council to the individual submitting the application.

6) The individual submitting the funding application form is encouraged to attend the Council meeting in which funding will be discussed to answer questions from Student Association members.

7) Incomplete or denied application forms will be returned. Once corrected and completed, they can be resubmitted.

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 and is dependent on frequency of Council meetings. Please confirm Council meeting dates with your SA to ensure your application will be reviewed in time.

9) As of April 1st, of the current academic year, 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 cutoff date.

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 or financial commitment that has already occurred.

Section 8 – FUNDING CONSIDERATIONS

The Student Association will use the following general guidelines:

1) Funding provided by the Student Association is meant to supplement the overall funding of the eventor activity and is not meant to meet all funding requirements. There is an expectation that the student(s) submitting the request will provide partial funding either through personal financial commitment or through fundraising efforts. For support with fundraising for your activity, please reach out to the VP Services at your campus.

2) To support this mandate, the Student Association may, through discussion with the Students' Council at their campus, implement a percentage-based threshold on the amount that can be requested. The threshold can range between 25% and 75%, as determined by the Students' Council. The determined percentage will be applied to the total amount of the estimated costs of the event and will represent the maximum amount of the request. For example, if a campus implements a 50% threshold, a request with a $1500 total cost would be eligible for up to $750 (50% of the total amount).

3) The Students' Council may, at their discretion and through discussion, choose to empower the Executive with the ability to approve funding requests up to a specified amount as determined by the Students' Council. Funding requests received that are equal to or less than that specified amount can then be approved by the Executive without having a vote of the Students' Council for that academic year.

4) The Student Association reserves the right to recommend funding equal to or less than the requested amount, in consideration of both the budget presented in the request as well as the total Student Association budget available at the time of the request. Further, the Student Association also reserves the right, for budgetary reasons, to limit the number of requests any one individual or group may make.

5) 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.

Section 9 – ACCESSING FUNDS

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

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 office 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.

Individual funding: ☐   **Group funding:** ☐

STUDENT CONTACT INFORMATION: (individual submitting request)

Name: _____   **Submission Date:** _____

Email Address: _____

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

PURPOSE OF FUNDING: Please provide details as to the event itself, the nature of the event, and how it supports additional learning as it relates to your program of study. Include relevant information that will help your Student Council in their decision-making process.

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

EXPECTED COSTS: (Please be as specific as possible)

Travel: _____

Catering/Food: _____

Publicity: _____

Accommodations: _____

Supplies: _____

Other: _____

CURRENT FUNDRAISING COMPLETED: $_____

TOTAL AMOUNT (ESTIMATED) OF THE EVENT: $_____

ACKNOWLEDGEMENT:

I certify that the above requested funding is valid and does not include items 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: