

Granting

Purpose:

The Augustana Students' Association has set aside grant funds for the purpose of enhancing our students' university experience through extracurricular and educational endeavours and student initiatives.

Policy:

Eligibility

All students who attend Augustana Campus and are members in good standing of the Augustana Students' Association shall be eligible to apply for grants.

Requirements of Grants

- Grants shall benefit ASA members and/or the Augustana community.
- There shall be four granting sessions per academic year. The deadlines for these sessions are:
 1. The third Friday in October
 2. The third Friday in November
 3. The last Friday in January
 4. The third Friday in March

Requirements of Applicants

- All applicants shall fill out an application and submit it to the ASA Office by the deadline posted.
- Retroactive funding is not available. Applications will only be accepted for activities that are ongoing or have yet to occur.
- Applicants may only apply once per granting session. If an applicant receives a grant for a particular activity, they may not reapply to receive further funding for the same activity in that academic year.
- Applicants shall agree to have grant information published using campus media.
- All applicants must demonstrate a commitment to financing the endeavour that they have undertaken.
- All applicants shall be interviewed by the Grant Committee as scheduled by the Chair and they shall give the applicant 48 hours' notice of their requirement to attend the meeting.
- All applicants shall present during one sitting of the committee. Each applicant shall

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present individually.

- All applicants must provide proof of enrollment or registration for the endeavor prior to receiving any grant funding.

Requirements of the Grant Committee

Structure

- The ASC shall choose, from its members, a standing committee that will be appointed for the academic year to hear and make decisions on grant requests.
- The committee will consist of the following: the VP Finance who shall chair the meetings, one other Executive member, three Council members, and the Executive Director. There shall also be 2 alternates chosen (1 Executive and 1 Council member) who shall sit on the committee in the case that there is a conflict of interest for one of the primary members.
- The committee shall be formed by the second Friday in October.

Procedure

- Upon receiving applications, the VP Finance must set up and conduct interviews with the committee for each applicant within 7 business days.
- During the interview, the committee shall have the opportunity to ask applicants a series of predetermined questions. They may then ask any questions which arise from the interview itself in order to seek clarification or to gather more information.
- Committee members shall not share the predetermined questions with potential applicants or discuss them outside of the committee meetings.
- After all the applicants have undergone the interview process, the committee may debate for a period no longer than ten minutes for each applicant. Each request shall then be tabled until the next meeting.
- Decisions on all grant requests shall be made at the next committee meeting. The committee may not delay decisions beyond this meeting.

Requirements of the Executive Committee

- The VP Finance shall chair all Grant Committee proceedings and meetings.
- The VP Finance is responsible for providing copies of the granting rubric to applicants upon request.
- The VP Communications shall advertise grants to the membership throughout the year, with a particular focus on the application deadlines.

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Decision Making Guidelines

- The committee's decision is flexible and they may grant less funding than requested by the applicant.
- The decision of the committee shall be guided only by the merit of the application, the granting rubric, and the regulations within this policy.
- The granting rubric must include categories relating to fiscal responsibility and financial need. Applicant priority will be given based on financial need, individual educational benefit, as well as community enrichment.
- The committee shall not make a decision based upon the cost breakdown provided by the applicant as this breakdown is only a means for the applicant to realize the fiscal details of their request.
- Funds will not be approved for activities which have already taken place. It is expected that applicants will show commitment to their endeavour by applying well in advance of posted deadlines.

Funding Guidelines

- Applicants shall only receive funding after approval by the committee and after providing a report on the endeavour.
- If an applicant's activity is cancelled, approved funding cannot be transferred to another event or endeavour. A new application must be submitted.
- All reports must be submitted to the committee chairperson no later than 30 days after the endeavour has concluded.

Funding Restrictions

Applicants may **not** apply for the following requests:

- Tuition or course fees associated with academics
- Costs associated with participation in Varsity Athletics
- Funding for ASA recognized Clubs
- Purchase of personal property
- Food, entertainment or alcohol
- Hobbies and/or personal interests