



# Project, Event, Conference Funding Procedure

Policy owner: Vice-President, Operations and Finance

Audience: Members

Approved: Board of Directors Meeting January 11, 2018

Last Reviewed: N/A

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## 1. Introduction

The Project, Event, Conference (PEC) Procedure is a set of guidelines to help future Board Members and students come to a better understanding of the project, event and conference budget line item and how the disbursement of funds shall take place. This procedure will also outline what information is required from anyone wishing to apply for PEC funding.

## 2. Definitions

**PEC** - Project, Event, and/or Conference.

**Project** - a series of activities or events coordinated to reach a particular goal with specific start and end dates. (i.e. a campaign with multiple aspects over a number of days or weeks)

**Event** - an activity with a particular goal. (i.e. a fundraiser, rally, or speaker)

**Conference** - partaking in an educational initiative as part of a larger project or mandate. (i.e. attending a workshop or conference).

**Funding Period** – a period that contains a portion of the PEC budget that has been allocated for disbursement.

**URSU** - Students' Union of the University of Regina Inc.

**Application Period** – a period when applicants may submit funding requests for funding from a particular Funding Period.

## 3. Policy

### 3.1. Funding Eligibility

All URSU members that are in good standing are able to request funding from the URSU's Project, Event and Conference funding line item. Graduate students are not eligible for funding from URSU.

#### 3.1.1. Application Requirements

Any group or individual wishing to apply for PEC funding must submit **all** of the following information as part of their application;

- 1) What is the PEC?
- 2) Where will the PEC be held?
- 3) Who is the the PEC open to? (i.e. students, public)
- 4) When will the PEC take place?
- 5) How many students will be attending? (projected)
- 6) How many non-students will be attending? (eg. profs, speakers, special guests, community members, etc.)
- 7) How will this event benefit your student group, URSU, and the University as a whole?
- 8) Any other information you believe is necessary for the Board to make a decision.
- 9) A detailed budget outlining potential revenue and expenses. Be sure to include;
  - a. All confirmed sponsorships.
  - b. All potential sponsorships.
  - c. All costs that have been incurred.
  - d. All costs to be incurred.
  - e. The amount of funding from URSU.
  - f. Any other budgetary information you believe is necessary for URSU to make a decision.

### 3.1.2. **Follow-up Presentation**

If funding has been approved by the Executive Committee and/or the Board of Directors, applicants must agree to the following;

- a) Placing the URSU logo on all promotional materials.
- b) Name URSU as a supporter of the PEC by public announcement.
- c) Provide an appropriate number of complimentary tickets for the event or project to URSU (to be negotiated on a case-by-case basis, taking into account the budget of the event, the size of the URSU grant and the average ticket price) in order to allow for Board of Directors and staff attendance.
- d) Providing a copy of all promotional materials made available to the public, or publications produced.
- e) Provide a follow-up presentation and/or a written report to the Executive Committee or Board of Directors within thirty (30) days after the completion of the PEC. Follow up presentation/reports should describe (where applicable):
  - a. achievements;
  - b. learning experiences; and
  - c. an outline of planned future activities.

Any portions of this presentation given to URSU may be used by URSU for promotional purposes.

Written reports shall not exceed five hundred (500) words.

Presentations given to the Executive Committee or Board of Directors shall not be longer than and ten (10) minutes.

If individuals prefer to provide URSU with a presentation to the Executive Committee, it is the individual/club or society's responsibility to contact the Vice President of Operations and Finance to schedule a presentation at the next available Executive Meeting.

**All receipts** and other appropriate documentation must be provided to the Vice-President of Operations and Finance.

### 3.1.3. **Application Periods**

Applications will only be accepted and considered within the following application periods;

#### Application Periods

- 1) Spring/Summer - May 1st to the last board meeting in August.
- 2) Fall - September 1st to the last board meeting in December.
- 3) Winter - January 1st to the last board meeting in April.

Applicants must submit applications within the one of the above Application Periods. The Appropriate Application Period is determined by which Funding Period (see 3.1.4 ) the applicants PEC falls into.

### 3.1.4. **Funding Period**

The Executive Committee will allocate the entire annual PEC budget for distribution in three separate funding periods as follows;

#### Funding Periods

- 1) Spring/Summer - May 1st to September 20th.
- 2) Fall - September 1st to January 20th
- 3) Winter - January 1st to April 30th,
- 4) Note that there will be no carryover for the winter timeline.

If the portion of the budget allocated to any specific funding period is depleted than no additional funding may be dispersed unless approved by the Board of Directors. In such cases the Board will review applications on a case-by-case basis and consider going over budget taking into consideration what is best for URSU and/or the applicant.

If the budget for a particular funding period is not exhausted than any remaining funds shall be carried over into the next funding period.

## **4. Roles & Responsibilities**

The Vice President of Operations and Finance is responsible for

- a) presenting all funding requests under \$2,000 to the Executive Committee.
- b) arranging all funding requests over \$2,000 to be presented to the Board of Directors.
- c) informing the board on the PEC budget at each board meeting.

The Board of Directors and/or Executive Committee is responsible for distributing funds while always taking the URSU budget into consideration.

## **5. Consequences for Non-Compliance**

Failure to follow these procedures may result in the Vice President Finance and Operation rejecting an application for funding. Furthermore the Executive Committee and/or Board of Directors may not approve an application for funding and/or any other future requests from the same individual or organization.

## **6. Related information**

URSU Financial Policy: <http://ursu.ca/pub/documents/Financial%20Policy%202016.pdf>