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| **UPEI Student Union** | **Policy No. UPEISU 27** | **Revision No.** 2 |
| **Policy Title:** Council Initiatives Funding | **Page:** 1 of 3 |
| **Creation Date:**  April 9th, 2017 | **Version Date:** January 6th, 2019 |
| **Authority:** UPEI SU Council | **Review Date:**  Annually (summer) |
| **Responsibility:** VP Finance & Administration and UPEISU Funding Committee |

**Purpose**

This policy establishes that the UPEISU Funding Committee is responsible for distributing funds to councilors for initiatives within their constituencies. The purpose of this funding is to support interaction and engagement between councilors and the individuals that they represent.

1. Eligibility
	1. Must be a sworn-in councilor of the UPEI Student Union.
		1. The First-Year, Graduate, and AVC representatives are unable to apply for councilor initiative funding as they already have dedicated budget lines for constituency programming.
	2. Event must be for the primary purpose of engaging with members of your constituency or students at large.
	3. The event must be hosted by the councilor(s). External organizations are ineligible.
2. Funding Deadlines
	1. Deadlines for initiative funding applications will be the final day of the month immediately preceding the month in which is the event is scheduled to occur.
		1. For example, an initiative in October requiring funding must have an application submitted by September 30th.
	2. Applications for events within a period will only be considered if received before the relevant deadline. Applications received after the deadline will not be considered.
	3. Applications requesting retroactive funding will not be considered.
3. Application Instructions
	1. Applications are to be completed on the UPEI SU Council Website.
	2. Physical applications and/or applications initiated through email will not be accepted.

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* 1. Additional documentation required for the completion of an application must be emailed to the VP Finance & & Administration after submitting the application online.
1. Accountability
	1. After a councilor has been selected to receive funding they will receive a cheque for the allotted amount. By applying for and receiving funding the applicant is agreeing to the following terms:
		1. Within 14 calendar days after the final day of the event receipts must be submitted to the VP Finance to verify that the money was used for the approved purpose(s).
		2. If the receipts submitted total less than the initial amount allotted, the remaining balance must be repaid to the UPEI SU within 30 calendar days.
		3. If no receipts are submitted, the total amount allotted must be repaid to the UPEI SU within 30 calendar days. Applicants who do not submit receipts will not be eligible for funding in future periods. This violation will be reported to Council.
	2. Any funds granted by the UPEI SU can be rescinded prior to the physical issuance of a cheque to the recipient for any reason by the VP Finance and Administration.
	3. The Funding Committee reserves the right to determine the amount of funding dispersed.
	4. The Funding Committee reserves the right to refuse any application.
	5. Any cheque(s) that have not been picked up by the applicant after 90 calendar days will be marked null/void and discarded.
2. Selection Process
	1. All pending applications will be reviewed at the end of the deadline period.
		1. Applications submitted between April 1st and August 31st will be adjudicated by the Executive Committee.
		2. Applications submitted between September 1st and March 31st will be adjudicated by the Funding Committee.
	2. If an applicant applies during the period their application will be held until the executive meeting at the end of the application period.
	3. Funding applications will automatically be denied in the following cases:
		1. Submission of a late application;

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* + 1. The event in question has already received the maximum amount of funding;
		2. Funding has been completely dispersed for the period;
		3. The applicant provided an incomplete application;
		4. The applicant has previously received the maximum of $100 in funding during the present fiscal year.
	1. Preference will be given to candidates who:
1. Provide detailed information and accompanying documents; and
2. Have not previously received funding.
3. Bias
	1. If an application under consideration presents a conflict of interest for a member of the Funding Committee, that member will recues them self from the discussion and vote regarding the allocation of funding for that application.
4. Disclaimer
	1. Approval of funding does not constitute an endorsement of the event or activity the applicant participates in; it simply constitutes that the applicant met the eligibility criteria.
	2. Any risk or liability associated with any and all activities undertaken with funds granted are the responsibility of the applicant.
	3. The Executive Committee acts as the Funding Committee during the summer.