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| **UPEI Student Union** | **Policy No. UPEISU 26** | **Revision No.**  3 |
| **Policy Title:** Clubs and Society Enrichment Funding | **Page:** 1 of 3 |
| **Creation Date:**  April 24th 2016 | **Version Date:** September 22nd, 2019 |
| **Authority:** UPEI SU Council | **Review Date:**  Annually (summer) |
| **Responsibility:** VP Finance & Administration and UPEISU Funding Committee |
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**Purpose**

The University of Prince Edward Island Student Union (UPEISU) provides support to Clubs and Societies through Clubs and Societies Funding to aid them in campus-wide initiatives to help support, enrich and grow the club for the betterment of campus life.

**1.** **Eligibility**

a. Must be requested by a representative from a UPEISU ratified society.

b. Requests must be for a specific activity.

c. Food and beverage costs for conferences/events will be restricted.

d. The number of times funds have been granted in the past three years will be considered.

e. Funds for individual students for academic enrichment are dealt with under Policy No. UPEISU 26.

f. The society executive must provide a budget for the event to the VP Finance & Administration.

g. The purpose of the funding request must be in aims to better the club or society in order to help the group grow or to enrich their members, and enhance their experiences within the group.

h. A maximum amount of $250 will be allotted per application in order to provide funding to all requesting clubs. Further funding opportunities for clubs is dealt with under policy # “Clubs Campus Initiatives”

i. Clubs and Societies must have a community bank account set up in order to receive funding.

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**2.** **Funding Deadlines**

a. There is a Funding deadline on the last day of every month for events occurring in the following month. For example, if a society is seeking funding for an event in October they must apply by September 30th.

b. If applications for events that are occurring too far in the future are received they will be rejected and societies will be asked to reapply. For example, if a society seeks funding for an event in March and applies in October for funding they will be asked to reapply during February.

c. Retroactive applications will not be considered.

**3.** **Application Instructions**

a. Applications are to be completed on the UPEI SU web page under: Clubs and Societies Resources. Physical applications and/or applications initiated through email will not be accepted.

c. Additional documentation required for the completion of an application must be emailed to the VP Finance & Administration after submitting the application online.

**4.** **Accountability**

a. After a society has been selected to receive funding they will receive a cheque for the allotted amount. At this time the society executive must sign an accountability form agreeing to the following terms

 i. Within 14 calendar days after the final day of the event or other activity receipts must be provided to the VP Finance & Administration.

 i. If receipts received total less than the amount allotted the remaining balance must be repaid to the UPEI SU within 30 calendar days after the initial 14 day grace period.

 ii. If no receipts are received the total amount allotted must be repaid to the UPEI SU within 30 calendar days after the 14 day grace period. Societies who do not provide receipts will not be eligible for funding in future periods.

 iii. All funds granted by the UPEI SU can be rescinded prior to the physical issuance of a cheque to the society for any reason.

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b. The funding committee reserves the right to determine the amount of funding dispersed.

c. The funding committee reserves the right to refuse any application

d. The Vice President Finance & Administration must archive a record of all funding allotments issued in a given year, including a copy of the funding application and related receipts.

**5.** **Cheques**

a. Any cheque(s) that have not been picked up by the society after 90 calendar days will be marked null/void and discarded.

b. Cheques will only be written to the club or society. No personal cheques will be written for funding for a club or society.

**6.** **Bias**

a. If a member of the funding committee has a conflict of interest with an application being considered, they will not participate in the discussion and vote regarding the allocation of funding for that application.

**7.** **Disclaimer**

a. Approval of funding does not constitute an endorsement of the event or activity the club or society hosts. It simply constitutes that the applicant met the eligibility criteria.

b. Any risk or liability resulting from any and all activities undertaken with funds granted is the responsibility of the society.

c. As per UPEISU Executive committee bylaw , the executive committee takes on the responsibility and authority of the Funding Committee during the summer months.