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| **UPEI Student Union** | **Policy No.**  **UPEISU 37** | **Revision No.**  1 |
| **Policy Title:** Clubs and Society Campus Initiative Funding | | **Page:**  1 of 3 |
| **Creation Date:**  July 17th, 2019 | **Version Date:**  September 22nd, 2019 | |
| **Authority:**  UPEI SU Council | **Review Date:**  Annually (summer) | |
| **Responsibility:** VP Finance & Administration and UPEISU Funding Committee | | |

**Purpose**

The University of Prince Edward Island Student Union provides support to Clubs and Societies through Clubs and Societies Campus Initiative Funding to aid them in larger campus-wide initiatives that can serve to all UPEI students.

1. **Eligibility**
   1. Must be requested by a representative from a UPEISU ratified society.
   2. Requests must be for a specific activity.
   3. Food and beverage costs for conferences/events will be restricted.
   4. Funds for individual students for academic enrichment are dealt with under Policy No. UPEISU 25.
   5. Funds for Clubs & Societies for the betterment of their group are dealt with under Policy No. UPEISU 26.
   6. The society executive must provide a budget for the event to the VP Finance & Administration.
   7. The clubs and societies campus wide initiative must be an event that can benefit and attract all UPEI Students, hosted by the society receiving the funding.
   8. Clubs and Societies must have a community bank account set up in order to receive funding.
2. **Funding**
   1. A maximum amount of $500 per semester is allocated from the Clubs and Societies Funding to support larger, campus wide initiatives.
   2. Only one club or society per semester will receive this funding, based off of the merit of their application.
   3. Clubs and societies who do not receive this special funding and encouraged to apply to the general clubs and society funding.

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* 1. If no application is submitted or meets the merit of the application requirements, the funding for that semester will return to the Clubs and Societies Funding and will be made available to that stream of applicants

1. **Criteria**
   1. To be considered an eligible applicant for this funding, the initiative must benefit campus as a whole.
2. **Funding Deadlines**
   1. There is a Funding deadline on the last day of the first month in each semester. First Semester deadline is 11:59PM on September 30th. The Second Semester Deadline is 11:59 PM on January 31st.
   2. Retroactive applications will not be considered.
3. **Application Instructions**
   1. Applications are to be completed on the UPEI SU web page under clubs and societies resources.
   2. Physical applications and/or applications initiated through email will not be accepted.
   3. Clubs and Societies must provide thorough answers detailing how their initiative is for the betterment and enhancement, of not only their club, but the entire UPEI community.
   4. Additional documentation required for the completion of an application must be emailed to the VP Finance & Administration after submitting the application online.
4. **Accountability**
   1. 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:
      1. Within 14 calendar days after the final day of the event or other activity receipts must be provided to the VP Finance & Administration.
      2. 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.

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* + 1. 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.
    2. All funds granted by the UPEI SU can be rescinded prior to the physical issuance of a cheque to the society for any reason.
  1. The funding committee reserves the right to determine the amount of funding dispersed.
  2. The funding committee reserves the right to refuse any application
  3. 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.

1. **Cheques**
   1. Any cheque(s) that have not been picked up by the society after 90 calendar days will be marked null/void and discarded.
   2. Cheques will only be written to the club or society. No personal cheques will be written for funding for a club or society.
2. **Bias** 
   1. 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.
3. **Disclaimer**
   1. Approval of funding does not constitute an endorsement of the event or activity the society puts on. It simply constitutes that the application met the eligibility criteria.
   2. Any risk or liability resulting from any and all activities undertaken with funds granted is the responsibility of the society.
   3. As per UPEISU Executive committee bylaw, the executive committee takes on the responsibility and authority of the Funding Committee during the summer months.