UPEISU Policy #3.02 *Clubs & Societies Funding*

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| **CATEGORY:** | **SUBJECT:** |
|  | Policies |  | ***Clubs & Societies*** |
| **EFFECTIVE DATE:** | **LAST UPDATE:** |
|  | April 24, 2016 |  | February 3rd, 2023 |

# PURPOSE:

The UPEISU provides support to Clubs & Societies through the Clubs & Societies Funding to aid them in campus-wide initiatives to help support, enrich and grow the club for the betterment of campus life.

# APPLICATION:

This policy applies to the UPEISU Executive Committee, the Clubs & Event Coordinator, and all Clubs & Societies at UPEI.

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# Eligibility

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

3.02.02 Requests must be for a specific activity.

3.02.03 The number of times funds have been granted in the academic year will be considered.

3.02.04 Funds for individual students for academic enrichment are dealt with under policy 3.01.

3.02.05 The society executive must provide a budget for the event to the VP Finance and Administration.

3.02.06 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.

3.02.07 A maximum amount of $250 will be allotted per application to provide funding to all requesting clubs.

3.02.08 Clubs and societies must have a community bank account set up to order to receive funding.

# FUNDING DEADLINES

3.02.09 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.

3.02.10 Clubs & Societies may or may not be subject to reimbursement if they apply after the funding deadline.

# APPLICATION INSTRUCTIONS:

3.02.11 Applications are to be completed on the UPEISU web page under: Clubs funding. Physical applications and/or applications initiated through email will not be accepted.

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

# ACCOUNTABILITY:

3.02.13 After a society has been selected to receive funding, they will receive a cheque for the allotted amount.

a. Within 30 calendar days after the final day of the event or activity receipts may be requested by Vice President Finance & Administration.

b. If receipts received total less than the amount allotted the remaining balance must be repaid to the UPEISU within 30 calendar days.

c. If receipts are not provided, applicants must repay the amount to the UPEISU within 30 days.

d. Clubs & Societies who do not provide receipts will not be eligible for funding in future periods.

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

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

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

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

# CHEQUES:

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

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

# BIAS:

3.02.19 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.

# DISCLAIMER:

3.02.20 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.

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

3.02.22 As per the UPEISU Executive Committee By-Law, the executive committee takes on the responsibility and authority of the funding committee during the summer month.

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# Policy #3.02 HISTORY:

| **Act** | **Date** |
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| **Enacted** | **April 24th, 2016** |
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