

Policy Manual

Operational Policy

Operational Policy 08 (OP-08): TRUSU Grants Program

Adopted by: Board of Directors
Adopted on: April 8, 2009
Amended by: Board of Directors
Amended on: August 12, 2014

Summary:

The TRUSU Grants Program is intended to fairly distribute resources amongst student organized lectures, events, and academic conferences or competitions. Activities supported by the Grants Programs serve to engage the Union membership by building community around the teaching, research, and service missions of Thompson Rivers University.

Policy:

- I. General grant funding guidelines:
 - a. Applications must be submitted no less than two (2) weeks prior to the activity;
 - b. Funding requests shall be approved by ordinary resolution at a duly constituted meeting of the Union's Board of Directors;
 - c. Only student groups recognized through the Students' Union or Thompson Rivers University shall be eligible for grant funding, and:
 - i. Those student groups deemed to have a parent/affiliate organization external to the Union are eligible to receive no more funding from TRUSU than has been received from said parent/affiliate organization, and are eligible for funding only upon the full disclosure of funding from said parent/affiliate organization;
 - d. Applications must include:
 - i. The submission of a detailed budget;
 - ii. A description of the expected benefits of the activity;
 - iii. An estimate of the number of participants who will be:
 1. Members of the Union;
 2. Other members of the TRU community;
 3. Others;
 - e. The following shall not be eligible for grant funding:
 - i. The purchase of alcohol;
 - ii. Capital purchases greater than one hundred dollars (\$100) in value;
 - iii. More than one application for the same activity;
 - iv. Participation by non-Union members;
 - f. Upon receipt of funding, the recipient student group shall be required, for the purposes of future funding eligibility, to:
 - i. Advertise the Union as a sponsor of the activity to the extent possible;

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- ii. Deliver to the Union a post-activity report which:
 - 1. Is delivered within two-weeks of the end of the activity funded;
 - 2. Includes a detailed budget of actual expenses;
 - 3. Includes invoices or receipts for all expenses;
 - 4. Includes a tally of participants who were:
 - a. Members of the Union;
 - b. Other members of the TRU community;
 - c. Others;
 - 5. Details the benefits realized by the activity;
- II. Grant funding shall be available according to the following categories:
- a. Lectures:
 - i. The following expenses shall be eligible for lecture grant funding:
 - 1. Speaker fees;
 - 2. Speaker travel costs;
 - 3. Speaker accommodation costs;
 - 4. Venue costs;
 - 5. Production costs;
 - ii. Lecture funding shall not exceed one thousand dollars (\$1,000) per application;
 - b. Events:
 - i. Event funding shall be available according to the following categories:
 - 1. Cultural and Academic Events:
 - a. Shall not exceed one thousand dollars (\$1,000) per application;
 - b. Applications must include a written justification for how the event or activity enhances the cultural or academic environment for students at Thompson Rivers University;
 - 2. Fundraising Events:
 - a. Shall not exceed two hundred and fifty dollars (\$250) per application;
 - b. Applications must identify the intended beneficiary of their fundraising efforts;
 - 3. General Events:
 - a. Shall not exceed one thousand dollars (\$1,000) per application;
 - ii. The following expenses shall be eligible for event grant funding:
 - 1. Entertainment costs;
 - 2. Venue costs;
 - 3. Production costs;
 - 4. Materials and supplies;
 - 5. Food costs;
 - c. Conferences and Competitions:
 - i. The following expenses shall be eligible for conference and competition grant funding:
 - a. Registration costs;
 - b. Accommodation costs;
 - c. Travel costs;

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- ii. Conference and competition funding shall not exceed one thousand dollars (\$1,000) per application.