

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: July 31, 2018

Summary:

The TRUSU Grants Program is intended to fairly distribute resources amongst student organized lectures, events, and academic conferences. 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. Funding for the TRUSU Grants Program is provided by Thompson Rivers University through the Comprehensive University Enhancement Fund and administered by the Thompson Rivers University Students' Union.

Policy:

- I. TRUSU Grants will be available for activities as follows:
 - a. Attendance of students at conferences related to their field of study
 - b. Hosting of events by recognized campus groups
 - c. Hosting of on-campus academic lectures, conferences, or workshops.

- II. Conference Attendance Funding
 - a. Applications must:
 - i. Be received a minimum of eight (8) business days prior to the Board of Directors meeting;
 - ii. Be validated by a faculty member from the related faculty a minimum of three (3) business days prior to the Board of Directors Meeting;
 - iii. At minimum include:
 1. A description of the conference;
 2. The names, email addresses, and student numbers of any students seeking funding to attend the conference;
 3. The submission of a budget including estimates for all eligible expenses and additional revenue sources;
 4. A description of the expected benefits of the activity;
 5. Contact information for a faculty member from the faculty related to the conference;

 - b. Applicants and attendees included in conference grant applications must:
 - i. Be registered in at least one on-campus course in the semester the application is submitted
 - ii. Not have received funding from UReap for research related to the conference;
 - iii. Not be receiving course or program credit for their attendance at the conference;

 - c. The following expenses shall be eligible for funding:

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- i. Conference registration fees
 - ii. Accommodation expenses
 - iii. Travel expenses
- d. The following expenses shall not be eligible for funding:
 - i. Organizational memberships;
 - ii. Food and beverage expenses;
 - iii. Alcohol;
- e. Funding requests shall be approved by ordinary resolution at a duly constituted meeting of the Union's Board of Directors, and shall not:
 - i. Exceed five thousand dollars (\$5,000) per application;
 - ii. Exceed one thousand dollars (\$1,000) per person;
 - iii. Be approved retroactively;
 - iv. Be approved for conferences already funded;
 - v. Be approved more than one semester prior to the conference date;
 - vi. Be approved for activities already funded by TRUSU Grants.
- f. For the purposes of reimbursement, applicants must:
 - i. Deliver to the Union a conference reimbursement form including:
 - 1. Any receipts or invoices related to the conference;
 - 2. The names of any students who attended the conference;
 - 3. The signature of the primary applicant.
 - ii. Deliver to the Union a post-activity report which:
 - 1. Is delivered within seven (7) days of the end of the conference funded;
 - 2. Includes budget actuals for eligible expenses;
 - 3. Includes a tally of participants;
 - 4. Details the benefits realized by the activity;
- g. Reimbursement cheques will be:
 - i. Produced upon receipt of the Conference Reimbursement Form;
 - ii. One cheque for each application.

III. Event Funding

- a. Applications must:
 - i. Be submitted by a recognized club or campus group;
 - ii. Be received a minimum of eight (8) business days prior to the Board of Directors meeting;
 - iii. Be validated by the Dean of Students or designate a minimum of (3) business days prior to the Board of Directors Meeting;
 - iv. At minimum include:
 - 1. A description of the event
 - 2. An estimate of the number of attendees including students, staff, and community members;

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3. The submission of a budget including estimates for all eligible expenses and additional revenue sources;
 4. A description of the expected benefits of the activity;
 5. An adequate safety and security plan.
- b. Applicants must:
 - i. Be a recognized club or campus group in good standing
 - c. The following expenses shall be eligible for funding:
 - i. Food and beverage expenses;
 - ii. Artist/Speaker/Performer expenses;
 - iii. Sound and production expenses;
 - iv. Venue expenses;
 - v. Material and supplies expenses;
 - vi. Contracted travel expenses.
 - d. Funding requests shall be approved by ordinary resolution at a duly constituted meeting of the Union's Board of Directors, and shall not:
 - i. Exceed one thousand dollars (\$2,000) per application
 - ii. Be approved retroactively;
 - iii. Be approved for events already funded by TRUSU Grants;
 - e. For the purposes of reimbursement, applicants must:
 - i. Deliver to the Union a conference reimbursement form including:
 1. Any receipts or invoices related to the event;
 2. The signatures of the primary applicant.
 - ii. Deliver to the Union a post-activity report which:
 1. Is delivered within seven (7) days of the end of the event;
 2. Includes budget actuals for all expenses and revenue;
 3. Includes a tally of participants;
 4. Details the benefits realized by the activity.
 - f. Reimbursement cheques will be:
 - i. Produced upon receipt of the Event Reimbursement Form;
 - ii. One cheque for each application;

IV. Educational Event Funding

- a. Eligible activities include:
 - i. Hosting an on-campus conference;
 - ii. Hosting an on-campus lecture;
 - iii. Hosting an on-campus workshop.
- b. Eligible activities shall not:
 - i. Be required for the completion of a course or program;

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- c. Applications must:
 - i. Be supported by a TRU staff or faculty member;
 - ii. Be received a minimum of eight (8) business days prior to the Board of Directors meeting;
 - iii. Be validated by the Dean of Students or designate a minimum of (3) business days prior to the Board of Directors Meeting;
 - iv. At minimum include:
 - 1. A description of the activity;
 - 2. An estimate of the number of attendees including students, staff, and community members;
 - 3. The submission of a budget including estimates for all eligible expenses and additional revenue sources;
 - 4. A description of the expected benefits of the activity;
 - 5. An adequate safety and security plan;
 - 6. Goals and assessments to advance one of the Union's strategic priorities.
- d. Applicants must include:
 - i. One student enrolled in at least one on-campus course in the semester that the application is received;
 - ii. One TRU staff or faculty member.
- e. The following expenses shall be eligible for funding:
 - i. Food and beverage expenses;
 - ii. Artist/Speaker/Performer expenses;
 - iii. Sound and production expenses;
 - iv. Venue expenses;
 - v. Material and supplies expenses;
- f. Funding requests shall be approved by ordinary resolution at a duly constituted meeting of the Union's Board of Directors, and shall not:
 - i. Exceed five thousand dollars (\$5,000) per application
 - ii. Be approved retroactively;
 - iii. Be approved for events already funded by TRUSU Grants;
- g. For the purposes of reimbursement, applicants must:
 - i. Deliver to the Union an Educational Event Grant Reimbursement form including;
 - 1. Any receipts or invoices related to the event;
 - 2. The signatures of the primary applicant;
 - 3. The signature of the faculty validator;
 - ii. Deliver to the Union a post-activity report which:
 - 1. Is delivered within seven (7) days of the end of the event;
 - 2. Includes budget actuals for all expenses and revenue;
 - 3. Includes a tally of participants;
 - 4. Details the benefits realized by the activity;
 - 5. Evaluates the advancement of the chosen strategic priorities.

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- h. Reimbursement cheques will be:
 - i. Produced upon receipt of the Educational Event Reimbursement Form;
 - ii. One cheque for each application.