

Grants

Rationale

Students should have access to grants to enhance their educational experience, or that of the student body.

Definitions

An **Event** is an organized occasion that is marketed by a student group to the MacEwan University community.

Marketing Collateral is any digital or printed material used to communicate or promote a Student Group's brand, message, or event(s).

Professional Development is taking part in a learning opportunity and/or experience related to a student's program of study at MacEwan University and/or specified professional goal.

A **Venue Rental** is paying for the exclusive use of a space to host an event on or off campus.

Regulations

Student Professional Development Grants

1. Students may apply for grants that enable them to participate in professional development opportunities.

1.1 Grants may only be used for travel, accommodation, and registration.

1.2 Students may receive up to \$500 per fiscal year.

2 Applications are submitted to the SAMU and will be reviewed by the Grant and Awards Sub-Committee.

2.1 Applications will be date and time stamped upon submission.

3 Grants will be awarded on a first-come-first serve basis and will not exceed the budgeted amount.

4 A maximum of five (5) students can be funded for any one professional development event.

5 Itemized receipts and a review of the PD event must be submitted in order to receive reimbursement.

Grants for Student Groups

6 Student Groups are eligible to apply for an operational grant of \$500 maximum per fiscal year.



6.1 An operational grant may only be used for food, promotional materials, supplies, subscriptions, or membership fees, purchased in the current fiscal year.

6.2 Student Groups may use up to \$150.00 per year for approved team building activities.

6.3 Operational grant applications are submitted to and may be approved by the Student Groups Department.

6.3 Unused operational grant funds expire 90 days after being approved, or May 31, whichever comes first, and will be returned to SAMU.

6.4 Student groups whose operational grant expires may reapply for funding 30 days after their grant has expired.

6.5 Receipts must be submitted prior to May 31.

6.5.1 Unused operational grants are reallocated to SAMU on May 31.

7 Student Groups in good standing are eligible to apply for event grants to an approved maximum of \$2000 per fiscal year.

7.1 If multiple groups collaborate on an event together, the approved maximum is \$3500 for the event.

7.2 An event grant may only be used for:

7.2.1 Food, catering, and non-alcoholic beverages,

7.2.2 Venue rental, setup and takedown expenses, audiovisual, décor, and security costs,

7.2.3 Event specific Marketing Collateral to a maximum of \$500,

7.2.4 Speaker or performer fee or gift in kind, including travel, accommodation, meal, and non-alcoholic beverages expenses, and

7.2.5 Student group with specific equipment or licensing.

7.3 Student Groups must provide financial support to their event equal to at least 10% of the requested grant value.

7.3.1 Financial support cannot be sourced from revenue generated from the same event.

7.3.2 Operational Grants cannot be used as financial support.

8 Applications must be submitted to the SAMU Student Groups department for a minimum of twenty (20) business days prior to the event.



8.1 Applications must include a full financial breakdown that includes information about both eligible and ineligible costs.

8.2 Applications will be date and time stamped upon submission.

8.3 Applications will be reviewed, for completeness & accuracy of information, by the Student Groups department prior to being submitted to the Grants and Awards Sub-Committee.

8.4 Applications submitted to the Grants and Awards Sub-Committee fifteen (15) business days or less before the event date will be declined.

9 Grants will be awarded on a first-come-first serve basis and will not exceed the budgeted amount.

9.1 No more than 60% of the SAMU Student Group Event Grant budget will be awarded during the July to December term.

9.2 Any budgeted funds not allocated in the July-December term will be carried forward to the January-June term.

9.3 The Student Group applicant is responsible for all expenses above the approved grant amount.

9.4 Applicants are responsible for all expenses if the event grant is not approved.

10 Group members are not eligible to receive an honorarium or gifts for their own event.

11 Event expenditures must be submitted within 30 calendar days of the event occurring to be eligible for grant funding.

11.1 Any grant funds not used are reallocated to SAMU.

12. The Grants and Awards Sub-Committee has the discretion to approve, amend, or decline any grant application with a written rationale supplied to the applicant.

13 Decisions of the Grants and Awards Sub-Committee are final.



Fact Sheet

Approvals:

First Approval – March 17, 2014

Last Approval – August 6, 2025

Date of Last Review: August 6, 2025

Source and Updates:

March 17, 2014: *Grants* approved by Executive Committee motion E2014-04-17-6. Source material drawn from Procedure 10 – Student Conference Grants.

June 30, 2015: *Grants* approved by Executive Committee motion E2015-06-30-3 on the recommendation of the Grant Allocation Sub Committee.

August 31, 2016: *Grants* approved by Executive Committee motion E2016-08-31-1 on the recommendation of the Grant Allocation Sub Committee.

December 5, 2016: *Grants* approved by Executive Committee motion E2016-12-06-3 on the recommendation of the Grant Allocation Sub-Committee. Student Conference Grant amended to allow a student to receive multiple grants up to a maximum total of \$300 per fiscal year.

July 26, 2017: *Grants* approved by Executive Committee motion E2017-07-26-3 on the recommendation of the Grant Allocation Sub-Committee.

August 8, 2018: *Grants* approved by Executive Committee motion E2018-08-08-5 on the recommendation of the Procedure Sub-Committee and the Grant Allocation Sub-Committee. Changes include identifying graduation specific club grants, GASC having discretion to approve, amend, or decline grants, and to identify that decisions of GASC are final.

August 7, 2019: *Grants* approved by Executive Committee motion E2019-0807-02 on the recommendation of the Grant Allocation Sub-Committee. Changes include renaming “grants for clubs” to “grants for student groups” and “student conference grants” to “student professional development grants”. Submission deadline & what a grant can be used for was also updated.

June 30, 2020: *Grants* approved by Executive Committee motion E2020-06-30-1 on the recommendation of the Procedure Sub-Committee and Grant Allocation Sub-Committee. Student Roundhouse Grant section added.

June 16, 2021: *Grants* approved by Executive Committee motion E2021-06-16-3 on the recommendation of the Grants Allocation Sub-Committee. Updated to include that grants could be used for a ‘gift in kind’ for speakers or performers instead of just their fee.

May 31, 2023: *Grants* approved, effective July 1, 2023, by Executive Committee motion E2023-05-31-6 on the recommendation of the Grants and Awards Sub-Committee. Updates include: defining “Event” and “Venue Rental”; requiring Student Groups to provide financial support equal to 10% of the requested event grant amount; requiring event grant applications be submitted at least 30 days prior to the event date; identifying that event grants submitted to the Grants and Awards Sub-Committee be received more than 10 days prior to the event; increasing the amount of the PD and



operational grants from \$300 to \$500; requiring event grant expenditures be submitted within 60 days of the event date.

July 17, 2024: *Grants* procedure approved by Executive Committee motion 2024-07-17-4 on the recommendation of the Procedure Sub-Committee and the Grants and Awards Sub-Committee. Updates include allowing Groups to use a portion of their Operational Grant for teambuilding activities, requiring SGs to source financial support external to funds raised during the event the Event Grant is used for, requiring Event Grant applications to include full cost breakdowns of all expenses, requiring Event Grant applications be submitted to GAASC at least 15 business days prior to the event date.

September 4, 2024: Grants procedure approved by Executive Committee motion 2024-09-04-6. Student Groups event grant application deadline for submission to the Student Groups department changed from 30 days prior to the event to 20 days prior to the event.

August 6, 2025: Grants procedure approved by Executive Committee motion 2025-08-06-2 on the recommendation of the Procedure Sub-Committee. Major updates include: increasing the amount of the operational grant, reducing the time to 90 days for when an operational grant expires, and identifying that Students Groups collaborating on an event are only eligible to receive event grants totalling up to \$3500.00.

Related Documents and Forms:

Student Professional Development Grant Application Form

Student Roundhouse Grant Application Form