STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

Grants

Rationale

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

Definitions

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 $300 per fiscal year.

2 Applications are submitted to the SAMU and will be reviewed by the Grant Allocation 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 students can be funded for any one professional development event.

5 Itemized receipts must be submitted in order to receive reimbursement.

Grants for Student Groups

6 Student Groups are eligible to apply for an operational grant of $300 maximum per fiscal year.

6.1 An operational grant may only be used for food, promotional materials, or supplies.

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

6.3 Unused operational grants are returned to SAMU on May 31.

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

7.1 An event grant may only be used for:

7.1.1 Food, catering, and non-alcoholic beverages,

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

7.1.3 Event specific Marketing materials to a maximum of $500, excluding gift cards,

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

7.1.5 Student group specific equipment or licensing.

8 Applications are submitted to SAMU and will be reviewed by the Grant Allocation Sub Committee.

8.1 Applications will be date and time stamped upon submission.

8.2 Applications submitted fourteen 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 70% 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 carry 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 event grant is not approved.

10 Group members taking part in their own club event are not eligible to receive an honorarium.

11 Funding must be used within ninety days of the event occuring.

11.1 Any funds not used are returned to SAMU.

Student Roundhouse Grants

12 Students may apply for a grant that enables them to participate in the MacEwan Roundhouse.

12.1 Grants may only be used to reimburse the cost of a three month MacEwan Roundhouse membership.

12.2 Students may receive one grant per fiscal year.

13 Applications are submitted to SAMU and will be reviewed by the Grant Allocation Sub Committee.

13.1 Applications will be date and time stamped upon submission.

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

15 Itemized receipts must be submitted in order to receive reimbursement.

16 The Grant Allocation Sub Committee has the discretion to approve, amend, or decline any grant application with a written rationale supplied to the applicant.

17 Decisions of the Grant Allocation Sub-Committee are final.

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Fact Sheet

Approvals:
    First Approval – March 17, 2014
    Last Approval – June 16, 2021

Date of Last Review: June 16, 2021

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 fo 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 indentify 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 dealine & what a grant can be used for was also updated.

June 30, 2020: *Grants* approved by Execuive 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 Execuitve 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.

Related Documents and Forms:
Student Professional Development Grant Application Form
Student Group Operational Grant Application Form
Student Roundhouse Grant Application Form