

## **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, 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 occurring.

**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.



**Approvals:**

First Approval – March 17, 2014

Last Approval – August 7, 2019

**Review By:** August 7, 2020

**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.

**Related Documents:**

[Student Professional Development Grant Application Form](#)

[Student Group Operational Grant Application Form](#)

[Student Roundhouse Grant Application Form](#)