

Student Groups Grants

Rationale

A Student Group should have access to grants to enhance their student 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.

Fiscal Year is July 1 – June 30.

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

SAMU refers to the Students' Association of MacEwan University.

SAMU Members refers to those students who are paying SAMU membership fees in the current Fiscal Year.

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

Regulations

Operational Grants

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

1.1 Student Groups may apply for \$300 between August 1st and December 31st

1.2 Student Groups may apply for up to an additional \$200 between January 1st and May 31st

1.2.1 Exact amount available between January 1st and May 31st is dependent on remaining budget

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

Event Grants

2 Student Groups with an approved event are eligible to apply for event grants to an approved maximum of \$2000.00 per fiscal year.

2.1 If multiple groups collaborate on an event together, the approved maximum is \$3000 for the event.



2.2 An event grant may only be used for:

2.2.1 Food and related supplies, catering, and non-alcoholic beverages,

2.2.2 Venue Rental, vendor services, setup and takedown expenses, audiovisual, décor, and security costs,

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

2.2.4 Speaker(s) or performer(s) fee or gift in kind, including meal, parking, and non-alcoholic beverages expenses, and

2.2.5 Event specific supplies, equipment, or licensing.

2.3 SAMU Members are not eligible to receive any payment, honorarium, or gift for their own or another Student Group's event.

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

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

3.2 Applications will be date and time stamped upon submission.

3.3 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.

3.4 Applications submitted after the deadline are not eligible for consideration.

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

4.1 No more than 50% of the SAMU Student Group Event Grant budget will be awarded for events taking place during the July to December term. Any budgeted funds not allocated in the July-December term will be carried forward to the January-June term.

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

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

5 Event expenditures must be submitted within 20 business days of the event occurring to be eligible for grant funding.

5.1 Any grant funds not used are reallocated to SAMU.



Other

6 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.

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



Fact Sheet

Approvals:

First Approval – July 22, 2026

Last Approval –

Date of Last Review: July 22, 2026

Source and Updates:

July 22, 2026 – Student Groups Grants Procedure approved by Executive Committee motion 2026-07-22-2 on the recommendation of the Procedure Sub-Committee. Source material drawn from the Grants Procedure.

Related Documents and Forms:

Student Professional Development Grant Application Form