

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Clubs Funding Policy

Adopted: October 26, 2015 – BOD

Motion: Clubs Funding Policy

Preamble

The Scarborough Campus Students' Union (SCSU) recognizes the rights of students to form clubs and associations at the University of Toronto Scarborough (UTSC) as a forum for expressing their views and meeting but not limited academic, social, religious and cultural needs at UTSC. The SCSU provides funding for student clubs at UTSC to provide support for their initiatives that enhances the experience of students at UTSC. The SCSU is dedicated to supporting inclusive and accessible events at UTSC.

To ensure accountability and efficiency for the distribution of clubs funding, the SCSU has adopted the following policy as the Clubs Funding Policy.

Clubs funding is provided to clubs that have been recognized by the SCSU. Recognition will only occur when a club has met the requirements listed in Operations Policy - Club Recognition Policy and the requirements listed in the Clubs Funding Policy.

Terms of Funding

Funds will be assigned to clubs in accordance with established guidelines outlined below:

- All clubs applying for funding must be recognized clubs of the SCSU (Operations Policy – Clubs Recognition Policy).
- All applications for clubs funding must be in accordance with all policies, by-laws, and the constitution of the SCSU.
- The SCSU reserves the right to refuse any application and retains sole discretion to determine approved funding amounts in order to accommodate all requests received and anticipated throughout the year.
- The SCSU will not fund activities that are against the law in Ontario and Canada. The SCSU does not support, promote, or fund activities that are discriminatory as defined by the Ontario Human Rights Code and SCSU policies.
- The SCSU does not support, promote or fund activities that encourage gambling, illegal activities, or where individual members of the club stand to have personal or financial gain. The SCSU will not consider alcohol an eligible expense to receive funding. The SCSU will not fund levy funded organizations.
- The SCSU will not provide funding for staff, alumni, faculty events or activities that are not for the benefits of the constituents of the specific student group without prior exceptions.
- Funding cannot be used to cover more than the costs involved in a proposed project. Events whose attendance is comprised of a minimum of 51% SCSU members will be given funding priority.

- Clubs funding provided by the SCSU will be used for the approved uses only. Misuse of clubs funding can lead to probation under SCSU Operations Policy - Clubs Recognition Policy.
- A Minimum of one [1] executive member from each club must attend a clubs training in order to be eligible for clubs funding. It is encouraged that two executives are in attendance to ensure the success of the club.

Funding Restrictions

- All SCSU Recognized Clubs are eligible to receive a maximum of \$2,500.00 through event funding, per event. Priority will be given to new applicants.
- In order to receive clubs funding, the appropriate application procedure must be followed as listed under Application Process.
- Clubs approved for funding will obtain their funding within 30 business days of obtaining a formal confirmation of funding.
- Clubs can only submit receipts within 60 business days after the event has taken place.
 - (i) Clubs who submit funding for events that took place prior to club training date must submit funding package(s) within 30 days of attending clubs training.
- The SCSU will only provide clubs funding if receipts have been submitted due to financial protocols for Not-for-Profit Corporations.
- For off-campus ticketed events, the SCSU will only fund up to \$5.00 per ticket, for up to 50 SCSU Members. These amounts shall be provided only to members of the club organizing the specific event.
- The Funding Application must include:
 - (i) A final financial statement of expenses and revenues
 - (ii) Receipts of all expenses
 - (iii) A brief description of the event
 - (iv) Event Budget
- All funding exceeding 50% of the budget will require an indication on all posters and all major pieces of promotional materials (including web based promotions) stating: Funding provided by the Scarborough Campus Students' Union.
- All promotional material (including web based promotions) that contain the SCSU logo or name must be approved by the SCSU before being made public.

Application Process

- SCSU Clubs Funding Applications are available on the SCSU website, www.scsu.ca/clubsservices
- The Clubs Funding Application shall include: a detailed and completed SCSU Online Clubs Funding Application (found on the SCSU website)
- Financial statements including a budget with expenses and revenues
- A description of the event as well as sample promotional material, if available
- All sections of the Clubs Funding Application must be completed in full and must be legible in order for it to be considered.
- Clubs Funding Applications should be submitted within 60 days of the events taking place.
 - (i) Clubs can apply for funding during the summer session (May to August). Application packages to be submitted before the August Board of Director Meeting.

(ii) Only clubs that have been recognized by the SCSU before the August Board of Director Meeting are eligible for summer club funding.

- All clubs receiving funding are encouraged to engage as much of the UTSC student population in participating in the events approved for funding.
- All clubs must be open to all UTSC Undergraduate students.
- Completed Clubs Funding Applications can only be submitted in a hard copy form to the SCSU office during office hours. The forms can be found under the Clubs tab at www.scsu.ca/clubsservices

Adjudication

- The SCSU Clubs Committee is responsible for the appropriate distribution of Clubs Funding to all SCSU Recognized Clubs.
- The SCSU Clubs Committee will only consider detailed and complete Clubs Funding Requests. The distribution of club funding will be based on the outlined criteria and procedures set out in SCSU Policies, By-laws and the SCSU Constitution.
- The SCSU Clubs Committee will meet regularly on an as needed basis.
- The SCSU Clubs Committee shall consider Clubs Funding Applications according to the following regulations:
 - (i) any clubs applying for funding must be an SCSU Recognized Club;
 - (ii) groups receiving levies are ineligible for funding;
 - (iii) Departmental Students' Associations are ineligible for funding;
 - (iv) a detailed and complete Clubs Funding Application is submitted;
 - (v) relevant criteria including, but not limited to, projected number of SCSU members participation, the existence and/or significance of other funding sources, and expected revenue/ loss;
 - (vi) If there is outstanding receipts or documentation from previous granted Clubs Funding Requests future funding requests may be withheld; and
 - (vii) First time applicants will be given priority; and
 - (viii) Decisions by the SCSU Clubs Committee will be received by e-mail.

Funding Pick-Up

- Upon approval for the funding by the SCSU Clubs Committee, cheques will be made out only to the club in question.
- Cheques will be available for pick up in the SCSU office, Student Centre SL-108
- In order to be picked up, cheques have to be signed for by a signing authority listed in the Club Recognition Form.
- Photo Identification may be used to confirm the signing authority at the time of cheque pick up.
- Notification should be given by the club to the SCSU Vice President Campus Life of a pick-up date and time in order to ensure that cheques will be received when required.
- Cheques not deposited within 6 months of issuance will be made void and will not be reissued.
- Any cheques not picked up at by April 15th of that year will be revoked and voided and further collection will not be honored.



- Cheques can be claimed lost up until one (1) month after the distribution date; a \$20.00 cheque replacement fee will apply.
- The SCSU may decide on a specific day of a week for cheque pick-ups.