

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – DSA Funding Policy

Adopted on April 5th, 2018

Preamble:

The Scarborough Campus Students' Union (SCSU) recognizes Departmental Student Associations (DSAs) at the University of Toronto Scarborough (UTSC) as a way for students to access academic services and programming specific to their department. The SCSU provides funding for DSAs at UTSC to provide support for their initiatives that enhance the academic 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 DSA funding, the SCSU has adopted the following policy as the DSA Funding Policy.

DSA funding is provided to DSAs that have been recognized by the SCSU. Recognition will only occur when a DSA has agreed to the requirements listed between DSAs and the SCSU that are listed in the funding policy.

Terms of Funding:

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

- All DSAs applying for funding must be recognized DSAs of SCSU.
- To be recognized by the SCSU, at least two executives must attend two DSA training sessions (summer and fall/winter). Upon completion of the first training in the summer the DSA will receive their ID number which will grant them access to SCSU resources. Upon completion of second training (which will take place in the fall/winter under discretion of the VP AUA), their status will be automatically renewed. If this is not fulfilled the DSA will lose access to SCSU resources.
- All applications for DSA funding must be in accordance with all policies, by-laws, and the constitution of the SCSU.
- The executive council of all recognized DSAs must be comprised of currently enrolled full-time or part-time undergraduate students enrolled at the University of Toronto Scarborough.
- DSA membership must be open to any SCSU member regardless of academic program.
- DSA membership must be open to any SCSU member regardless of race, religion, gender expression, academic inclination, age, and sexual orientation.
- A bank account is mandatory for all DSAs, unless the DSA committee explicitly grants an exception. All bank accounts must be registered under the name of the DSA and never in the name of an individual. A copy of the bank statement containing the DSA name will be submitted to the Vice-President Academics and University Affairs, by the last Friday of April, along with the names of the new executives taking over signing rights. Each account must require at least two signatures.
- 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 DSA stand to have personal or financial gain.
- The SCSU will not consider alcohol an eligible expense to receive funding.
- 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.

- DSA funding provided by the SCSU will be used for the approved uses only. Misuse of DSA funding can lead to probation.
- Priority will be given to academic events, office supplies, website renewal, and first time DSA funding submissions.

Funding Restrictions:

- All SCSU recognized DSAs are eligible to receive a maximum of \$1,000.00 through DSA funding, per event.
- All DSA's with funding requests exceeding \$500.00 must prepare a budget presentation for the DSA Committee for the respective funding round in which the application is submitted.
- In order to receive DSA funding, the appropriate application procedure must be followed as listed under Application Process.
- The SCSU will only provide DSA funding if original 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 the following:
 - o \$5.00 per ticket, for up to 50 SCSU members. These amounts shall be provided only to members of the DSA that is organizing the specific event.
- For off-campus events, the SCSU may also fund the following:
 - o 1. Buses o 2. Venues
 - o 3. Performers/Guest Speakers
- For fund-raising initiatives, a special review of funding proposal will be undertaken. Please see Application Process for Fund-Raising.

Application Process

- DSA Funding Applications are available on the SCSU website, www.scsu.ca.
- Applications for funding must be received before the event.
- The DSA Funding Application shall include:
 - o 1. A detailed and completed SCSU DSA Funding Request Form (found on the SCSU website or upon request via academics@scsu.ca for a printed copy).
 - o 2. Posters and/or promotional material for event requests, if available
 - o 3. Financial statements including a budget of expenses and revenues
 - o 4. All original receipts
- All sections of the SCSU DSA Funding Request Form must be completed in full and must be legible in order for it to be considered.
- Funding Applications must be submitted a minimum of a month before the event to guarantee consideration by the DSA committee. If the funding application is submitted less than a month before the event, there is no guarantee that the request for funding will be considered.
- Completed forms must be submitted to the front desk of the SCSU office and stamped with the received date.

Adjudication

The SCSU DSA Funding Committee is responsible for the appropriate distribution of DSA Funding to DSAs. The SCSU DSA Committee will only consider detailed and complete DSA Funding Requests:

- The distribution of DSA funding will be based on the outlined criteria and procedures set out in SCSU Policies, by-laws and the SCSU Constitution.
- The SCSU DSA Funding Committee will meet regularly on an as needed basis and will be comprised of three (3) executive members:
 - o Vice-President Academics & University Affairs (chair)
 - o President
 - o Vice-President Equity
 - o One (1) Director who is not an ex-officio Director, to be appointed by the Board.
 - o One (1) member of the Union who shall be appointed by the Board in accordance to the DSA Funding Policy.
- The SCSU DSA Funding Committee shall consider DSA Funding Applications according to the following regulations:
 - o Student clubs are ineligible for funding;
 - o Groups receiving levies are ineligible for funding;
 - o DSAs applying for funding must be an SCSU Recognized DSA (must have sent at least two (2) representatives to attend DSA Training);
 - o A detailed and complete SCSU DSA Funding Request Form is submitted;
 - o Relevant criteria including, but not limited to, projected number of



- **SCSU members participation, the existence and/or significance of funding sources, and expected revenue/loss;**
- **If there are outstanding receipts or documentation from previous granted DSA Funding Requests future funding requests may be withheld; and**
- **Priority will be given to academic events, office supplies, website renewal, and first time DSA funding submissions.**
- **Decisions by the SCSU DSA Committee will be received by e-mail.**

Funding Pick-Up

- **Upon approval for the funding by the SCSU DSA Committee, cheques will be made out only to the DSA who has been granted approval.**
- **Cheques will be available for pick up at the front desk during SCSU operational hours.**
- **In order to be picked up, cheques have to be signed for by a signing authority listed in the Application form. Photo Identification may be used to confirm the signing authority at the time of cheque pick-up.**
- **Cheques not deposited within 6 months of issuance will be made void and will not be reissued.**
- **Any cheques not picked up by April 15th of that academic year will be revoked and voided. 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.**