



POLICY XIX – CLUB FUNDING

Last Amended March 5, 2013

1. There are two (2) types of Club Funding available to ratified clubs:
 - 1.1. Club Grants to subsidize a particular event operated by a ratified club, which:
 - 1.1.1. Promotes the purpose of the club; and,
 - 1.1.2. Promotes student involvement;
 - 1.2. Start-up Grants for clubs which have been newly constituted or re-established after disbanding for a minimum of three (3) years.

2. Criteria for Club and Start-Up Grant Use
 - 2.1. An event that is subsidized by a Club or Start-Up grant must be open to all members of the Students' Union;
 - 2.2. Club and Start-Up Grants may not be used for the purchase of alcohol.
 - 2.3. Resources or materials obtained with Club Funding will be the property of the club and remain in club inventory.

3. Application Submissions
 - 3.1. Completed applications for Club and Start-up Grants must be submitted to the VP Operations and Finance, not less than two (2) business days prior to an Executive Council meeting;
 - 3.2. All complete Club and Start-Up Grant applications will be submitted by the VP Operations and Finance to the Executive Council for initial approval;
 - 3.3. The VP Student Affairs will submit all complete Club and Start-Up Grants to Clubs Council for approval following the Executive Council meeting at which the grants were submitted for approval; and,
 - 3.4. The General Assembly has final authority over any Club or Start-Up grant applications and has the right to revoke any grant.

4. Grant Application Requirements
 - 4.1. Club Grant Applications must include:
 - 4.1.1. A letter of intent;
 - 4.1.2. A complete budget detailing all expenses and revenues; and,
 - 4.1.3. Proof of an active BMO account;
 - 4.2. Each ratified club is eligible to receive a maximum of two hundred and fifty dollars (\$250.00) in the form of Club Grants per semester;
 - 4.3. Club Grants will only be given for events or purchases that occur within the current academic year;
 - 4.4. The VP Student Affairs or The VP Operations and Finance may request a follow-up

report, including receipts, once a Club Grant has been approved.

4.4.1. A club will have two (2) weeks to submit the report once the request has been made.

5. Start-Up Grant application requirements

5.1. Applications must include:

5.1.1. A letter of intent; and,

5.1.2. A complete budget detailing all expenses and revenues; and,

5.1.3. Proof of an active BMO account;

5.2. The VP Student Affairs or The VP Operations and Finance may request a follow-up report, including receipts, once a Start-up Grant has been approved;

5.2.1. A club will have two (2) weeks to submit the report once the request has been made

5.3. If a club should cease to be ratified for a minimum of three (3) years, that club will be eligible for a Start-Up Grant the following year;

5.4. A club is not considered newly constituted if it resembles, in any way, a pre-existing club; therefore,

5.4.1. A club does not become eligible for a Start-Up grant upon the changing of the club name or an amendment to the club constitution;

5.5. A newly constituted club, following ratification, is eligible to receive a maximum Start-Up Grant of two hundred dollars (\$200.00).