

### **Operational Policy 11 (OP-11): TRUSU Grants Policy**

Adopted by: Council

Adopted on: April 8, 2009

Amended on: August 18, 2010

#### **Summary:**

The TRUSU Grants Program is intended to fairly distribute resources amongst ratified TRUSU Clubs that they may effectively engage the Union membership, the TRU community, and counterparts at other post-secondary institutions. This policy outlines the means by which Council manages the TRUSU Grants Program.

#### **Policy:**

##### I. A request for funding must:

- a. Include an application, which must:
  - i. Be submitted by a ratified Club of the Union
  - ii. Include a detailed budget of all anticipated expenses and revenues
  - iii. Include an estimate of the number of participants who will be:
    1. Members of the Union
    2. Other members of the TRU community
    3. Other students or scholars
    4. Others
  - iv. Detail the expected benefits of the activity
  - v. Be delivered no less than two weeks prior to the activity
- b. Be intended for an activity which will involve members of the Union, members of the TRU community, or other students and scholars in majority

##### II. Funding is limited by the following:

- a. Total funds available through TRUSU Grants will be divided between semesters – forty-five per cent (45%) for Fall, forty-five per cent (45%) for Winter, and ten per cent (10%) for Summer
- b. No single application is eligible for funding, greater than one thousand (1000) dollars.
- c. Those Clubs deemed to have a parent/affiliate organization external to the Union are eligible to receive no more funding from TRUSU than has been received from said parent/affiliate organization, and are eligible for funding only upon the full disclosure of funding from said parent/affiliate organization
- d. The following are ineligible for funding:
  - i. Alcohol
  - ii. Capital purchases greater than one hundred (100) dollars in value
  - iii. More than one application for the same activity

- iv. Activities that have already taken place
  - v. Participation by non-Union members
- III. Funding is subject to the will of Council
- IV. Funding is distributed solely by allocation to the recipient Club's account
- V. Upon receipt of funding, the recipient Club is required, for the purposes of future funding eligibility, to:
- a. Advertise the Union as a sponsor of the activity to the extent possible
  - b. Deliver to the Union a post-activity report, which:
    - i. Is delivered within two-weeks of the end of the activity funded
    - ii. Includes a detailed budget of actual expenses
    - iii. Includes invoices or receipts for all expenses
    - iv. Includes a tally of participants who were
      - 1. Members of the Union
      - 2. Other members of the TRU community
      - 3. Other students or scholars
      - 4. Others
    - v. Details the benefits realized by the activity