

## Student Initiative Fund Policy

LONG TITLE	An Act which Governs the CUSA Student Initiative Fund	DATE OF ENACTMENT	25 September 2022
		LAST AMENDED	25 September 2023
REFERENCE No.	S-01	NEXT REVIEW	September 2025
CATEGORY	Student Services	COMPETENT CHAMBER	Council

### PREAMBLE

The CUSA Student Initiative Fund is intended to assist students and student groups on campus in endeavors which improve the Carleton community, the profile of CUSA, and/or the interests of the students involved. Endeavors that the Student Initiative Fund supports include conferences, competitions, charities, academic projects, or any other student initiative that CUSA may be asked to support.

### INTERPRETATION

- 1 This Policy may be called the *Student Initiative Fund Policy*.
- 2 In this Policy, the following definitions shall apply:  
“SIF” refers to the abbreviated form of the Student Initiative Fund;  
“Association” means the Carleton University Students’ Association (CUSA);  
“Member” means any CUSA fee-paying undergraduate student at Carleton University.

### Eligibility

- 3 The Student Initiative Fund shall be open to all members of the Association.
- 4 The Student Initiative Fund shall not be available to areas of CUSA that receive funding through CUSA’s operating budget. Restricted areas include but are not limited to CUSA service centres, businesses, and executives.
- 5 The only exception is an individual who happens to be a member of a club, the executive, or a service centre who wishes to be funded for an initiative unrelated to their position.
- 6 Association members that belong to a faculty that has new or existing conference reimbursement programs must apply to that respective program first before applying to the SIF. The applicant must then produce documentation of this funding attempt as revenue on their budget for their SIF application. This is to ensure that students utilize all resources available to them.

## **Committee**

- 7** The Student Initiative Fund Subcommittee, a subcommittee of the Finance, Fees, and Funds Committee, shall administer the Student Initiative Fund.
- 8** The Student Initiative Fund Subcommittee shall have the following composition:
  - a) the CUSA Vice President Internal as Chair;
  - b) two (2) councillors; and
  - c) two (2) students-at-large appointed by Council.
- 9** Quorum for the subcommittee shall be 50% of voting members.
- 10** The subcommittee shall make regular reports to Council regarding the appropriation of funds. The decisions of the subcommittee shall be final unless Council should decide by a vote of 2/3 of all members of Council to reconsider the request.

## **Funds**

- 11** The committee shall receive an annual budget, set out by the Vice President Finance and approved by Council in the operating budget.
- 12** The money in the fund will be given out at the discretion of Council in the following time periods:
  - 12.1 Application deadline for the summer academic session, July 31st.
  - 12.2 Application deadline for the fall academic session, October 31st and December 1st.
  - 12.3 Application deadline for the winter academic session, January 31st and March 31st
- 13** The Student Initiative Fund Subcommittee may grant no more than \$500 for any individual.
- 14** Student groups will be funded under the discretion of the Student Initiative Fund Subcommittee.

## **Submissions**

- 15** All applicants are required to fill out a standard application form available on the CUSA website and provide information in the form of an official itinerary and/or contact number for the conference organizers, charity representative, or event organizer.
- 16** Applicants may be asked to appear before the Student Initiative Fund Subcommittee to make a presentation and/or answer questions regarding their request.
- 17** Applicants must follow the application deadlines. March 31st being the last day to submit an application for the academic year.

## **Requirements**

**18** All receipts must be submitted before funding can be released, except in extenuating financial situations when the applicant may ask for an exception yet they must provide receipts after.

**19** Approved applicants may be asked to write a short description of their experience and with the approval of the individual it will be posted on the CUSA website and shared with the Carleton Community.

## **Guidelines**

**20** As a matter of official policy, the CUSA Student Initiative Fund Subcommittee will regard favorably those applications that take the following aspects into consideration:

- a) Personal investment such as time, money, skills and others in the project will be considered advantageous.
- b) Events should have recognition of CUSA as a sponsor or tie in with the aims of CUSA as an organization.
- c) The event should have a wider benefit to the student body and not just to the individual student seeking funding. There should be a plan demonstrated to share knowledge and skills learned with the greater student body.
- d) Student projects or events that help promote academics of the student body are to be strongly considered.
- e) All budgets must be detailed and accompanied with event pamphlets, itinerary, etc.
- f) An event or conference brought to Carleton is considered advantageous.
- g) Applications submitted after a conference/event has taken place must be accompanied with receipts corresponding to the budget submitted.