

## Accessibility Fund Policy

LONG TITLE	An Act which Governs the CUSA Accessibility Fund	DATE OF ENACTMENT	25 September 2023
		LAST AMENDED	4 August 2025
REFERENCE No.	S-03	NEXT REVIEW	MONTH 2027
CATEGORY	Student Services	COMPETENT CHAMBER	Council

### Preamble

The CUSA Accessibility Fund is dedicated to ensuring that events and services organized by CUSA are accessible to all students, with particular emphasis on those with disabilities.

### Interpretation

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

### Eligibility

- 3 All CUSA departments, clubs, service centres, facilities, and members of the Association shall be able to apply for funding from the Accessibility Fund.

### Committee

- 4 The Accessibility and Facilities Management Fund Subcommittee, a subcommittee of the University Affairs Committee, shall administer the Accessibility Fund.
- 5 The Accessibility Fund Subcommittee shall have the following composition:
  - a) The CUSA Vice President Student Issues (Chair);
  - b) one (1) employee of the Carleton Disability Awareness Centre, with preference given to the coordinator;
  - c) two (2) councillors appointed by University Affairs Committee; and
  - d) two (2) students-at-large appointed by Council;
- 6 Quorum for the subcommittee shall be a simple majority of voting members.
- 7 The committee shall meet at least twice per semester or on an as-needed basis.
- 8 It is the responsibility of the chair to keep detailed and accurate reports for the committee.

- 9 The subcommittee shall make regular reports to the University Affairs Committee regarding the appropriation of funds. The decisions of the subcommittee shall be final, unless the University Affairs Committee or Council should decide by a vote of 2/3 of all members to reconsider the request.

### **Funds**

- 10 At the end of every fiscal year, any assets remaining in the Accessibility Fund will remain.
- 11 The Accessibility and Facilities Management Subcommittee must keep records of funds distributed including, at a minimum:
- a) Internal records of:
    - i The applicants' applications;
    - ii The appropriation of funds;
    - iii Full meeting minutes, including all votes.
  - b) Public records, which shall not contain personally identifiable information, of:
    - i Summary of record of decision for all funding allocation with amounts, number of applications, and the vote's outcome.
  - c) The internal records will be kept for a period of three years in accordance with CUSA's Record Retention Policy and the Personal Information Protection and Electronic Documents Act (PIPEDA).

### **Submissions**

- 12 All applicants are required to fill out a standard application form available on the CUSA website and provide details as to how funding from the Accessibility Fund will improve the accessibility for an event, project, facility, individual, or initiative.
- 13 Applicants may be asked to appear before the subcommittee to make a presentation and/or answer questions regarding their request.
- 14 Applications to the Accessibility Fund will be considered on a rolling basis.

### **Requirements**

- 15 In order for the Accessibility and Facilities Management Fund Subcommittee to grant funding for an event, project, facility, individual, or initiative, it must be established that the provision of the improved accessibility is the responsibility of CUSA.
- 16 If the subject of an accessibility project is the joint responsibility of the Association and the University administration, then costs will be divided in proportion to the responsibility.
- 17 In the event that the subject of the request for funding is a joint responsibility of both the applicant individual and the Association, then CUSA will enter into a cost sharing arrangement with the individual to cover the costs in the amount for which CUSA is responsible.

## **Guidelines**

**18** As a matter of official policy, the Accessibility and Facilities Management Fund Subcommittee will regard favourably those applications that take the following aspects into consideration:

- a) Permits students to have easier access to a facility or event.
- b) Benefits which extend to a large number of students.
- c) Longevity in the impact of the funding.
- d) Direct assistance for students with disabilities.