

Committee Responsibility: Budget and Operations**Adopted:** December 2019**Associated Procedure:****Amended:**

PREAMBLE

Conferences, lectures, events, and competitions centred on students and post-secondary education enhance members experience during their education. These experiences are designed to encourage further learning through the sharing of experiences and knowledge in a different platform away from the traditional classroom.

STATEMENT

1. DEFINITION OF COVERAGE

The Fund is used exclusively to cover the direct grants to members engaged in student initiatives at Douglas College and Douglas Students' Union members attending initiatives at other post-secondary institutions. The following are the recognized (but not limited to) initiatives that may qualify for grant funding, if approved:

- a. Conferences
- b. Lectures
- c. Events
- d. Competitions

2. APPLICATIONS

All applications for the Student Grant Fund must:

- a. Be submitted no less than one (1) month prior to the event (if possible);
- b. Include your name, student number, and program;
- c. Include name, location, date, and host of event;
- d. Include a submission of a detailed budget;
- e. Include a description of the learning benefits of the event;

3. FUNDING GUIDELINES

a. Events on Campus:

The following expenses shall be eligible for funding (funding shall not exceed \$1500):

- i. Speaker costs (fees, travel, accommodation);
- ii. Venue costs
- iii. Materials and supplies;
- iv. catering;
- v. other costs associated with the event approved by the Budget and Operations committee

b. Events off Campus

The following expenses shall be eligible for funding (funding shall not exceed \$2000):

- i. Travel;
- ii. Accommodation;
- iii. Food expenses;
- iv. Application fees;
- v. other costs associated with the event approved by the Budget and Operations committee.

4. APPROVAL

Disbursements from the Fund will be approved by the Budget and Operations Committee and the Director of Finance at regularly scheduled meetings.

While all requests for funding will be considered, the Students' Union reserves the right to deny recognition and funding for any reason, within its sole discretion.

Members are eligible to receive funding from the DSU grant fund no more than twice (2) per academic year.

5. ISSUING OF FUNDING

Funding will be released to members upon approval. Unless approved members receive special accommodations, the students' Union will handle the payment, or organizing of payments, for members attending initiatives off-campus and will adhere to Board and Staff Expense Policy 20.02 for standard (non-premium) travel and accommodation.

The DSU grant fund is not meant to be the sole source of funding for events. Members may require additional funding and are encouraged to apply for funding through other College grants and College departments and through fundraising.