

Student Initiative Fund Policy

LONG TITLE	An Act which Governs the CUSA Student Initiative Fund	DATE OF ENACTMENT	25 September 2022
		LAST AMENDED	27 January 2024
REFERENCE No.	S-01	NEXT REVIEW	September 2025
CATEGORY	Student Services	COMPETENT CHAMBER	Council

PREAMBLE

The CUSA Student Initiative Fund is intended to assist members of the Association on campus in endeavors which improve the Carleton community, the profile of CUSA, and/or the interests of the members of the Association 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.
 - 3.1 The member must be enrolled in courses for the academic term they are applying for with the exception of the Summer term.
 - 3.2 Members may be eligible for SIF funding for the Summer term while not being registered in courses as long as:
 - a) They were enrolled in at least 1 undergraduate course during the prior Fall and/or Winter terms;
 - b) They intend to continue being an undergraduate student in the Fall term and
 - c) They intend to register for at least 1 undergraduate class in any of the upcoming Fall and Winter terms.
- 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, CUSA businesses, CUSA Clubs, and members of the CUSA executive team.

- 4.1 The only exception is an individual who is a member of a club, a club executive, or a service centre coordinator who wishes to be funded for an initiative unrelated to their position.
- 5 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

- 6 The Student Initiative Fund Subcommittee, a subcommittee of the Finance, Fees, and Funds Committee, shall administer the Student Initiative Fund.
- 7 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.
- 8 Quorum for the subcommittee shall be over 50% of voting members.
- 9 The subcommittee shall make regular reports to the Finance, Fees, and Funds Committee regarding the appropriation of funds. The decisions of the subcommittee shall be final unless the Finance, Fees, and Funds Committee should decide by a vote of 2/3 of all members of the Committee to reconsider the request.

Funds

- 10 The committee shall receive an annual budget, set out by the Vice President Finance and approved by Council in the operating budget.
- 11 The money in the fund will be given out at the discretion of the subcommittee in the following time periods:
 - 11.1 The Summer term application deadline shall be July 31st. Only those initiatives taking place from May 1st to August 31st shall be considered.
 - 11.2 The early Fall term application deadline shall be October 15th. Only those initiatives taking place from September 1st to October 31st shall be considered.
 - 11.3 The late Fall term application deadline shall be December 1st. Only those initiatives taking place from November 1st to December 31st shall be considered.
 - 11.4 The early Winter term application deadline shall be February 15th. Only those initiatives taking place from January 1st to March 1st shall be considered.

- 11.5 The late Winter term application deadline shall be April 1st. Only those initiatives taking place from March 2nd to April 30th shall be considered.
- 12** The Student Initiative Fund Subcommittee may grant no more than \$1,000 for any individual, with a maximum of \$500 per application.
- 12.1 Should an applicant be granted more than \$500 by the subcommittee, the most recent application must be reviewed and approved by the Finance, Fees, and Funds Committee before any funds can be dispersed.

Submissions

- 13** 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.
- 14** Applicants may be asked to appear before the Student Initiative Fund Subcommittee to make a presentation and/or answer questions regarding their request.
- 15** Applicants must follow the application deadlines. No late applications will be considered.

Requirements

- 16** All receipts must be submitted before funding can be released, except in extenuating financial situations when the applicant may ask for an exception. The exception must be granted by the subcommittee and must include a submission deadline for the receipts to be submitted by. Failure to submit receipts by this deadline may result in the Member being unable to apply for SIF in the future.
- 17** 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

- 18** 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.