

Granting

Purpose:

The Augustana Students' Association has set aside grant funds for the purpose of enhancing our students' university experience through extracurricular and educational endeavours and student initiatives.

Policy:

Eligibility

All students who attend Augustana Campus and are members of the Augustana Students' Association shall be eligible to apply for grants.

Requirements of Grants

- Grants shall benefit ASA members and/or the Augustana community.
- There shall be two granting sessions per academic year. The deadlines for these sessions are:
 1. The second Friday in November
 2. The first Friday in March

Requirements of Applicants

- All applicants shall fill out an application and submit it to the ASA Office by the deadline posted.
- Applicants may only apply once per granting session. If an applicant receives a grant for a particular activity, they may not reapply to receive further funding for the same activity in that academic year.
- Applicants shall agree to have grant information published using campus media.
- All applicants must demonstrate a commitment to financing the endeavour that they have undertaken.
- All applicants shall give a verbal presentation to the Grant Committee. This presentation shall be scheduled by the Chair and he/she shall give the applicant 72 hours notice of their requirement to attend the meeting.
- All applicants shall present during one sitting of the committee. Each applicant shall present individually.

Requirements of the Grant Committee

Structure

- The ASC shall choose, from its members, a standing committee that will be appointed for the academic year to hear and make decisions on grant requests.
- The committee will consist of the following: the VP Finance who shall chair the

Granting

meetings, one other Executive member, three Council members, and the Executive Director. There shall also be 2 alternates chosen (1 Executive and 1 Council member) who shall sit on the committee in the case that there is a conflict of interest for one of the primary members.

- The committee shall be formed by the last Friday in September.

Procedure

- The committee shall grant money to applicants based on the merit of the application and based on the regulations within this policy.
- The committee's decision is flexible and they may grant less money than requested by the applicant.
- The decision of the committee shall be an arbitrary one, guided only by the merit of the application and the regulations within this policy.
- The committee shall not make a decision based upon the cost breakdown provided by the applicant as this breakdown is only a means for the applicant to realize the fiscal details of their request.
- Upon receiving a verbal presentation from the applicant, the committee shall have the opportunity to ask a series of pre-determined questions. They may then ask any questions which arise from the presentation in order to seek clarification or to gather more information.
- Committee members shall not share the pre-determined questions with potential applicants or discuss them outside of the committee meetings.
- After all the applicants have made their verbal presentation, the committee may debate for a period no longer than ten minutes for each applicant. Each request shall then be tabled until the next meeting.
- Decisions on all grant requests shall be made at the next committee meeting. The committee may not delay decisions beyond this meeting.

Requirements of the Executive Committee

- The VP Finance shall chair all Grant Committee proceedings and meetings.
- The VP Communications shall advertise grants to the membership throughout the year, with a particular focus on the application deadlines.