

## Schedule Regarding Grant Regulations

### 1. Definitions

- 1.1. The definitions in section 2 of the CA Constitution are applicable to this Schedule, unless a contrary definition appears here, or a contrary intention is evident.
- 1.2. “*capital item*” shall mean an item with a useful life of one year or more.

### 2. Objectives

- 2.1. To define regulations governing the provision of Grants by the CA.

### 3. General Provisions

- 3.1. A grant shall be applied for on the appropriate form which shall be available from the CA Office and web site.
- 3.2. A grant application shall be submitted at least two academic days before the Executive meeting at which the application is to be considered.
- 3.3. The Executive shall have the prerogative to defer all grant applications to the CA Council if it is deemed appropriate.

#### Grant Limits

- 3.4. The sum of grants received over the course of any academic year by any Member may not exceed \$500. A maximum of \$250 may be applied for each semester, unless the grant is for a capital item.
- 3.5. If a grant application exceeding \$200 is submitted to the Clubs Association Executive, the Executive may only grant up to \$200 of the value. The remaining value (up to an additional \$50, or \$300 for a capital item) must be approved by the Clubs Association Council.

#### Required Paperwork

- 3.6. A Member applying for a grant shall disclose all income and other financial information relevant to the item for which application is being made.
- 3.7. A Member shall disclose to the Executive a grant given to that Member from another body for the same purpose that the CA has approved, or the Member has applied for approval of, a grant when that grant from another body has been paid to that Member.
- 3.8. Grants shall be approved only after detailed budgets and quotes are presented outlining the financial arrangements of the event/item.
- 3.9. Where a grant has been made to a Member, that Member shall be required to provide to the Executive proof that the event took place or the item was purchased. Failure to provide such proof may be grounds for refusal of future grant applications.

### 4. Joint Grants

- 4.1. A Member may submit a joint grant application in conjunction with other Members providing such a project shall benefit each Member.
- 4.2. The total maximum amount that shall be granted for a joint grant application shall be the maximum relevant grant amount multiplied by the number of Members applying.
- 4.3. A joint grant application that has been approved shall be paid in equal amounts to each of the Members that are co-joined in the application unless all the Members involved jointly request otherwise.

### 5. New Club's Grants

- 5.1. A grant shall be paid to a Member to help defray the cost of initiating a new campus club. The grant may be used to purchase any items which may reasonably be seen as assisting in the club's establishment, and all items must be justified as forwarding the Member's stated objectives.
- 5.2. The Executive, at its discretion, may approve up to a maximum of \$200 in a calendar year for the purpose of financially assisting a new club. For the purpose of this grant, a 'new club' shall be defined as a club that is a Provisional Member.

**6. Exceptional Circumstances**

- 6.1. A grant shall be paid to a Member at the discretion of the Executive for the purpose of recouping any financial or material loss incurred through no or minimal fault of the club.
- 6.2. An application may be made to the Council to approve amounts exceeding the maximum stipulated if it can be demonstrated that this is warranted by exceptional circumstances of the Member.