



Governing Procedure 7000 - Grants & Funding

Approved By: Students' Administrative Council

Effective Date: October 27th, 2022

Last Reviewed:

Revised:

Administered By: Vice President, Finance and Governance

1 – PREAMBLE

The Mount Allison Students' Union (hereinafter “MASU”) gives back directly to its members through over \$60,000 of grants aimed at improving the student experience. This Governing Procedure (hereinafter “GP”) sets forth terms of reference for the definition, processing, and procedural fairness of MASU grants and funding opportunities.

2 – DEFINITION OF A GRANT OR FUND

2.1 Definition via Governing Procedure: All grants and funding opportunities offered by the MASU shall be defined in a Governing Procedure in the 7000 Series. In Section 2, the GP shall specify the following items:

- 2.1.1 **Purpose of the Fund;**
- 2.1.2 **Administration of the Fund;**
- 2.1.3 **Eligibility for the Fund;**
- 2.1.4 **Application Frequency & Deadlines;**
- 2.1.5 **Criteria for Funding Allocation;** and
- 2.1.6 **Distribution of Award.**

2.2 Available Funds for a Grant or Fund: The amount of funding available through a grant or funding opportunity shall be specified in the Annual MASU Budget. How allocations are specifically distributed may be specified in the GP.

2.3 Application Form: The GP that defines a grant or funding opportunity shall contain an application form as an appendix. Applications for the grant or funding opportunity shall only be accepted on the form included in the GP that defines it.

3 – APPLICATION COLLECTION AND PROCESSING

3.1 Collection of Applications: The MASU shall provide application forms for each grant or funding opportunity, for the duration that it is accepting applications, in the MASU Office and on the MASU Website. Completed application forms shall be submitted through a secure online form (i.e., Microsoft Forms), in-person in the MASU Office, or through other channels at the discretion of the administrator(s).

3.2 Requests for Additional Information: The administrator(s) of a grant or funding opportunity may request additional information from an applicant if they deem it necessary. Such requests must be made no later than 2 days prior to the scheduled date on which the application will be evaluated. If the applicant does not respond in time to a request sent properly in advance, the administrator(s) shall evaluate the application as-is.

3.3 Notification of Evaluation Schedule: Once applications have closed, the administrator(s) of a grant or funding opportunity shall communicate the date on which applications will be evaluated to all applicants.

4 – FAIRNESS

4.1 Conflict of Interest: Prior to the evaluation of applications, the administrator(s) of a grant or funding opportunity shall disclose all conflicts of interest to the Chair of their Committee and are recommended to abstain from any conversation or vote in which they would have a conflict of interest.

4.2 Appeal In Case of Procedural Error: If it is discovered that there was a procedural error during the allocation of a grant or funding opportunity, or if this GP or any other GP was violated in the evaluation process, an applicant may submit an appeal to the S.A.C., which shall resolve the appeal and decide the correct course of action.