



Student Association
of St. Lawrence College
(Kingston Campus)

100 Portsmouth Avenue
Kingston, Ontario
K7L 5A6

T: 613 544 5400 ext. 1502
F: 613 544 1763

saslc.ca

SCOPE:

This funding request guideline applies to any student who has the support of a Student Association (SA) Executive member, or any student acting on behalf of a recognized Club or Committee, looking to submit a funding request for consideration.

MISSION:

To allow groups and individuals on campus to develop events and opportunities that support and promote student quality of life on and off campus.

GUIDELINE STATEMENT:

The Student Association of St. Lawrence College, Kingston Ontario (SA) aims to provide members of the St. Lawrence College community with opportunities to participate in on campus activities in a safe and positive environment. The SA expects that each funding recipient behaves and acts in a manner that respect the rights of others as highlighted under the Student Code of Conduct and the Ends of the SA.

All official St. Lawrence College, Kingston Campus funding recipients must take primary responsibility for the behavior and actions of all persons associated with the event or activity.

RESPONSIBILITIES:

A budget allocation description for the event or activity that funding is being requested for needs be enclosed with the funding request form. Information relevant to the event and how it relates to the Student Association's goals should also be included.

THE PURPOSE OF THE SA FUNDING IS SO THAT:

Student (*quality of*) life is improved, both on and off campus in a manner that represents good value for money (or at a justifiable level of cost efficiency) specifically through:

- Engagement of students
- Support of students
- Student enjoyment of the college experience
- Opinions of students being heard



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The funding request is to help fund proposals for events and activities. SA funding is meant to enhance extracurricular learning opportunities in ways that support the goals of our organization.

Funding requests for curricular events, graded projects, or other activities that contribute directly to a student's academic grade may not be considered for funding. The funding request form is due by March 30th before 4 pm. Any submissions received after will not be considered for the current fiscal year.

ELIGIBILITY GUIDELINES FOR FUNDING:

Academic Support Funding

Students applying for academic support funding must agree to the following eligibility guidelines:

- Applications for academic support funding requests will not be accepted between the dates of March 31st and May 1st. Applications may also not be accepted for any reimbursements that fall outside of the applicant's academic year.
- Applicant must be enrolled in an academic program at St. Lawrence College – Kingston Campus and have paid the Kingston Student Association Academic Support" fee for the semester of application.
- The funding request must not pertain to an existing requirement outlined in the applicant's academic course learning plan.
- The activity pertaining the funding request must not exceed a cost of \$2000 CAD after applicable taxes. If the funding request exceeds this amount, the applicant is required to pay the remaining cost at their own expense.
- There is no limit to the amount of times a funding request can be approved, as long as the total cost of all requests does not exceed \$2000 CAD after applicable taxes. If the sum of the requests exceeds this amount, the applicant is required to pay the remaining costs at their own expense.

Community Support Funding

The purpose of community support funding is to:

- Provide support to students in emergency need and covers support for student lead initiatives.
- Provide support to students in emergency need and covers support for student lead initiatives within or outside the SLC community.
- Eligibility for community support funding will be reviewed on a case-to-case basis.

THE BUDGET REQUEST STEP PROCESS

Step 1. Complete the Funding Request Form, along with the detailed layout of event or activity and budget. The Funding Request Form is analyzed for compatibility with the basic approval criteria.

- Is this a student made request?
- What level of priority is this event? (i.e. is it for a mass number of students)
- Is the request regarding an event, activity, competition, or conference?
- Does the request meet the End Goals of the Organization?
- Is there funding available for the request?

All five questions must be answered in the affirmative for the request to proceed to the next step. If one of the questions cannot be answered affirmatively, the request will be denied with explanation.

Step 2. The request is weighted according to several factors, including but not limited to:

Priority, which will be given to requests that come directly from students and are recognized and proven to have a large number of student impact and participation. All faculty requests and/or program specific requests will not be reviewed or approved as all requests must come from students. Smaller events will be given the support of SA staff and volunteers rather than funding dollars. This will be reviewed and decided by the Manager of Student Engagement.

Other priority factors include:

- Cost per student
- Number of students attending and participating
- Appropriateness of the request



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- Level of work required by the organizers
- Whether the request has alternative sources of funding
- The level of insurance risk to the Student Association and St. Lawrence College

Additional information or an in-person meeting may be requested for better evaluation of the request. If the event is proven to be too costly, inappropriate, too risky, etc. the request may be denied with explanation.

Step 3. Those who submitted the request will receive the SA's decision on their requests within 3 to 5 business days.

Step 4. Reimbursement - **IMPORTANT:** The Student Association reimburses the cost of approved requests after receiving receipts/invoices. No funding will be paid out in advance.

Complete the SA Funding Request Reimbursement form. Attach copies of all applicable receipts/invoices to the form. This form is located on the SA Website: saslc.ca

Submit the completed Jot form online or drop off a paper copy in person to the SA Front Desk addressed to the Manager of Student Engagement.

The reimbursement will be reviewed and completed within 3 to 5 business days.

Step 5. Report of Funding Outcomes

Those requesting funds from the Student Association must clearly detail their plans for reporting on the outcomes of the activities SA funds are supporting. This may include:

- A presentation to the activity's stakeholders.
- Photographs or videos taken at the event or activity with descriptions.
- Detailed documents or reports.
- A blog or article made available for public viewing (preferably SA website or SA Voice Publication).
- Any other easily consumed media sharable in digital format.
- Any reasonable combination of the above.

Please note: this should include the number of SLC Students directly involved or affected. It will be the responsibility of those receiving funding to ensure the outcomes of activities are documented and made available to the Student



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Association within a maximum of 6 months after the event or activities' completion.

DISCLAIMER

To ignore this policy may negatively affect the likelihood of the same group receiving requested funds in the future.

By agreeing to the policies represented in the funding request guidelines oneself and the parties involved are allowing permission for all digital media to be used as Student Association marketing material both online and printed.

The Student Association of St. Lawrence College, Kingston Campus and the funding recipients of St. Lawrence College, Kingston Campus have agreed upon all the above listed guidelines and both parties agree to adhere to the guidelines represented in this policy.