Our Mandate

APIRG is a student-run, student-funded, non-profit organization dedicated to research, education, advocacy, and action in the public interest. APIRG exists to provide students with resources to be active citizens.

General Information

Working Groups are collectives of students and community members who:

1. Come together to work on a specific issue within the APIRG mandate;
2. Focus on research, actions, publications or other activities; and
3. Have long-term goals, group membership, and timelines that continue beyond the current school year, as opposed to a one-time event/project.

Deadlines

Funding deadlines are typically the **last Friday of September** and **January**. Visit our website (www.apirg.org) or contact our office for exact dates.

Application Process

1. Please complete the entire application. Answer all questions in the spaces provided unless otherwise indicated. A **completed application includes**:
	1. A complete application form, including a budget of items for APIRG to fund (found at the end of this application).
	2. A clear overall Working Group budget for the year.
	3. A membership list
	4. Please name the application document as follows:

**workinggroupname-wkgp-term-20xx.pdf**

* 1. Please name your budget document as follows:

**workinggroupname-budget-wkgp-term-20xx.pdf**

1. Working Group members who are not U of A undergraduate students must obtain an APIRG membership. Memberships are sliding scale $5-15, while no one will be turned away for lack of funds.
2. Once completed, forms can be dropped off in the office, or emailed to: apirg@ualberta.ca, cc: programming@apirg.org An APIRG staff or Board member will contact you with any further questions or needs for clarification.
3. The APIRG funding committee will review your proposal and make its recommendations to the APIRG Board. You will be notified as soon as possible about the Board's decision. **Please allow 4 to 6 weeks for processing.**

*If the proposal is approved the group will be required to:*

1. Sign a Working Group Agreement
2. Attend a General Working Group Meeting/Orientation
3. Attend the APIRG AGM (held every year in October)

***\*Note****: No funding disbursements will be made until the Working Group Agreement has been signed. Applicants are strongly encouraged to read through the Working Group Agreement and Terms of Reference before applying for Working Group status. Contact the APIRG office or visit www.apirg.org to obtain these documents.*

*SECTION I – APPLICANT INFORMATION*

* + - 1. Working Group Name:
			2. Application Date (DD/MM/YYYY):
			3. Please supply the name and contact information of at least one **current member of your group** to act as a **main contact person** with the Working Group Coordinator.

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| Name:  |  |
| Phone: |  |
| E-mail: |  |

 Are you a U of A undergraduate student? Yes No

* + - 1. Please supply the name and contact information of at least one **current member of your group** to act as a **financial contact** with the Working Group Coordinator. *This must be someone other than the main contact person (listed above).*

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| Name:  |  |
| Phone: |  |
| E-mail: |  |

 Are you a U of A undergraduate student? Yes No

* + - 1. Please supply the name and student number of at least one U of A undergraduate student who is **a member of your Working Group**, and may act as an alternate contact person. This person must not have opted out of the APIRG fee.

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| Name:  |  |
| Phone: |  |
| E-mail: |  |

* + - 1. Attach with your application a complete list of current members of your Working Group, including both students and non-students (including email addresses). Please indicate which group members are students and which are APIRG community members (community members are not undergraduate students, and have obtained a membership in office). **Attach this complete membership list as a separate document to your completed application.**

*SECTION II – GROUP AND ACTIVITIES INFORMATION*

\*\*This section can be omitted for current Working Groups looking to apply for funding only (i.e. Working Group status was renewed the previous semester)\*\*

1. Please supply a written description of the Working Group by providing answers to the following questions in the space provided. Point-form answers are encouraged where possible.

* + - * 1. What is your Group’s mission/mandate?

A mission statement is a brief statement that expresses the purpose of the organization. It articulates answers to the questions:

Who makes up the membership of the Group?

What work does the Group aim to do?

Who does the Group aim to work with/for?

How does the Group achieve this work?

* + - * 1. How will the University of Alberta community (students, staff and faculty), as well as broader Edmonton communities, benefit from your Group’s work? What needs will your work meet?

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* + - * 1. List the goals and planned activities for the year, from the date of application, in timeline format (give specific dates if possible)

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* + - * 1. For **new Working Groups only**: please provide background information about your organizers/membership. Include past organizing experience, interest/investment in the work your Group is doing, and any other relevant information. How are you personally connected to this work?

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* + - * 1. For **new Working Groups only**: what are the ways, other than access to funding, in which Working Group status would benefit your Group? How do you plan to maintain an active working relationship with APIRG?

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* + - * 1. For **returning Working Groups only**: how does your Group plan carry on what you accomplished last year?

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*SECTION III: APIRG’S MANDATE AND VALUES*

These questions are focused on how your project/event fits within APIRG’s focus as a funding body. Please utilize the **Anti-Oppression Language Support Document** to assist in filling out these questions. We acknowledge that the language used may be difficult and assumes a certain level of access to education. Please contact our Working Group Coordinator (programming@apirg.org) if you have any questions or would like any assistance*.*

1. APIRG is dedicated to **research, education, advocacy and action** in the **public interest**. How does your work support this mandate?

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1. APIRG supports Working Groups that actively engage with **oppression**, defined as *institutionalized and structural power that allows certain groups of people to assume a dominant position over other groups* (examples racism, sexism, ableism, classism). **How will your Group engage with oppression?**

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1. APIRG prioritizes Working Groups that engage with **intersectionality**: *the ways that systems of oppression are connected and maintain and support each other*. **How will your Group engage with intersectionality?**

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*SECTION IV: FINANCIAL INFORMATION*

**Please review the Working Group Agreement (especially Sections D, E, F, G, & H) in considering financial requests. APIRG typically grants no more than $2000 per Working Group per funding round.**

1. **Provide the committee with a detailed, well-researched budget of all of the Working Group’s planned activities**, including any funding the Group is receiving from other sources. You may submit additional information if required.
2. Using the template at the end of this application, provide an outline of expenses for which you are requesting APIRG funding. Be sure to rank the requests in terms of priority - indicate which items are **required** for the Group’s planned activities to move forward.
3. Review all non-monetary services listed in **Section E of the Working Group Agreement** and list below which in-kind services you would like access to.

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Referring to your budget answer the following questions:

1. Please describe each item you indicated in your APIRG budget in detail. Why it is important in relation to your Group’s goals? Rank the items in order of importance.

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1. The APIRG Board prioritizes supporting Groups with less access to funds and other resources. Have you accessed and/or received other financial support? If you have, are there any stipulations or restrictions on how it may be used? If you have not applied, why?

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1. Is any person or group, other than the Group membership, donating their skills, in-kind services, or money to your Group? (which skills? how much time/money are they contributing?)

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1. **CURRENT WORKING GROUPS ONLY**:
	1. Are you requesting continued access to funds that expire this funding round (i.e. granted a year or more ago)? Please outline your plan for spending this money, including a timeline.

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* 1. Are you requesting a reallocation of previously granted funds in this application? If so, how much and for which expense(s)?

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APIRG-Requested Funding Budget

*\*Feel free to modify this template or submit a budget of your own creation. Please note that we cannot provide funds for: staff wages, bank charges, volunteer appreciation gifts, fundraising activities, rent, utilities, phone, office supplies (hardware, software, furniture), or any services APIRG provides in-kind.*

***Table A***

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|  | **Requested Item/Event Details****(Please use these prompts to answer the next set of questions)** | **Cost per item per event** | **Funding requested from APIRG** |
| ***Programming/Events Costs (i.e. Venue, Event Food, Honoraria, Transportation, Movie licensing, etc.)*** |
| *List items with enough detail to connect to your answer to Section IV Question 4 (add more spaces as necessary)* |  |  |  |
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| **Total A:** |  |  |

***Table B***

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| **Requested item**  | **Item/event details****(Please use these prompts to answer the next set of questions)** | **Quantity** | **Cost per item** | **Funding requested from APIRG** |
| ***Group Operations Costs (i.e. Promotion, Outreach, Capital purchases, Meeting Food, etc.)*** |
| *List items with enough detail to connect to your answer to Section IV Question 4 (add more spaces as necessary)* |  |  |  |  |
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| **Total B:** |  |  |
| **Total A+B:** |  |  |