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| Date Created: 2007 | Date Amended: 10 February 2011, 10 November 2011 | |
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Purpose:

This policy is intended to assist board members in making consistent decisions while assessing proposals for support or funding. The Direct Funding policy also acts as an operational and public guideline for our Direct Granting procedures. This policy is available to the public to further our commitment to transparency and accountability to the Undergraduate Student body.

Definitions:

These definitions will be elaborated as needed in the policy points below.

Working Group: a group of students and community members (more than one individual) focusing on a particular issue that fits within the confines of public interest.

Proposals: An official APIRG drafted application. This application is electronic public and found on our website. All applications submitted must be the up-to-date version. Applicants using old applications may not qualify for funding. If a group is applying outside a funding round, their process is at the staff and Board of Directors discretion.

Reallocation: Funds APIRG granted in previous funding rounds may be requested to be used for other means than previously specified. For reallocating funds the correct process must be followed.

Policy:

1. Proposals must further APIRG’s mission statement as listed below:

APIRG - Alberta Public Interest Research Group
 HUB International Mall – 9111, 112th St.
 University of Alberta, Edmonton, AB T6G 2C5
 Ph: (780) 492-0614 Fax: (780) 492-0615 email: apirg@ualberta.ca
www.apirg.org



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- a. 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.
2. Proposals must demonstrate a commitment to education, advocacy, action, training and/or research on an issue.
3. Proposals must demonstrate one or more of the following:
 - a. Focus on social and environmental justice and other similar issues in the public interest
 - b. A desire to contribute to building a stronger, closer, more well-rounded community often creating a critical response or action to the current policies and structures that govern our societies.
 - c. The desire and ability to facilitate skills development and capacity building for student and community members
 - d. A strong connection between on-campus students and community members or organizations.
4. All proposals will fall into one of the following categories:
 - i. Event
 - ii. Project
 - iii. Training/Conferences
 - iv. Working Groups



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- b. Funding for these particular categories corresponds directly with their applicable funds:
 - i. Event/Project/Training Fund
 - ii. Working Groups
- 5. Working Groups must fit the following criteria:
 - a. Working Groups are collectives (more than one) of student and community members who work together on an issue.
 - b. Working Groups are required to maintain a membership and hold regular meetings; APIRG prefers and encourages membership that includes a majority of University of Alberta undergrads.
 - c. Working Groups focus on research, events, actions, publications, and/or other diverse activities.
 - d. Working Group's have long-term goals with activities and membership that continue beyond the current academic year.
- 6. Working Groups will be considered "active" for 12 months from the date of approval, or until their final report is submitted and Dissolution Form signed, provided they are in compliance with the terms of the Working Group Agreement.
 - a. Reapplying Working Groups will be required to submit a new Application during regular APIRG funding rounds in order to request new funds.
 - b. Emergency funding requests may be brought to the attention of the Working Group and Volunteer Coordinator.

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7. Event and Project and/or Training must fit the following criteria:
 - a. Organize a speaker or speaker series
 - b. Organize an event or series of events
 - c. Undertake a specific short term project with an end goal set to be achieved within a school term/year
 - d. Receive training or attend a conference, if part of a larger project.
8. All Event Project and/or Training Proposal requests are for one time funding and support.
 - i. Funding and support have an end goal, often bookmarked by start and end dates.
 - ii. After grant or approved support has been disbursed, APIRG will have no obligation to support the recipient in any capacity.
 - iii. If support or funding has not been accessed within 12 months, from the date of approval, of granting, APIRG may consider the grant unused and returned.
9. APIRG does not any obligation to an organization that applies for Event/Project Funding for successive years or holds another Organizational historical tie to APIRG.
10. All proposals must answer all applicable questions and adequately speak to the following:
 - a. Have concrete goals and a feasible action plan given amount of funding requested and people involved.



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- b. Provide a feasible timeline for goals and actions groups wish to complete.
- c. A detailed and adequate budget.

If application is incomplete or lacking in proper detail, the funding committee will see this as reasonable grounds to not fund the project/group, as requested. The funding committee may request additional information from applicants. Failure to provide proper communication or communication within a reasonable timeline, may also be seen as reasonable grounds for an application to be assessed as incomplete.

11. The Board of Directors must approve all funding and applicants before funding is granted.

- a. Officers and Board of Directors will inform APIRG of all conflict of interests

12. All applications are submitted to a board of directors' approved funding committee consisting of the applicable staff member and at least one voting board member each term. The funding committee agrees to thoroughly read and assess each application as per the most recent Direct Funding Policy. Once assessed, the Funding Committees bring their recommendations to be approved by all other Board of Directors. The board must publicly document reasons for approving and denying each application, as stated in signed and approved minutes. Said minutes become official record for all granting decisions implemented.

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13. The successful Applicant agrees to spend APIRG approved funds based on the amount and conditions of the grant outlined in their Letter of Acceptance from the Board of Directors.
14. Proposals of the following nature are not eligible for funding or support from APIRG, as in conjunction with our bylaws:
- a. Proposals directly affiliated to a political party
 - b. An International Development Exchange of any nature
15. Groups officially registered as University of Alberta Student Union Group Services may apply for funding but will not be given priority if already receiving funding and support through the Student Union.
16. Priorities for Direct Funding are stated:
- a. University of Alberta based Student Groups and Community Groups that have difficulty receiving outside funding due to the nature of their focus/work will receive priority for direct granting funding.
 - b. University of Alberta based Student Groups and Community Groups that demonstrate distinct need for APIRG support and funding will be deemed a priority.
17. Requests for base operations: staff, office or otherwise may be accepted if the project requires excessive administration due to large cash flows, \$10 000/year or greater or large membership or volunteer base, greater than 50 individuals, that requires excessive coordination.



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- a. If the request is regarding staff specifically:
 - i. Organization/Group must use open hiring procedures or the staff person must be specifically named in their request.
- b. Requests for office space and other services and resources that APIRG currently provides will be accepted under the following conditions:
 - i. If the needs of the applicant cannot be met by use of the APIRG office
 - ii. If the needs of the applicant prove to need separate and dedicated office space and resources essential to the success of their project or completion of an end goal.

18. It is the responsibility of the APIRG Board of Directors to approve Working Groups funds and support, as well as to ensure that Working Groups are provided with tools to operate to their full capacity. The Board of Directors also oversees the operations of the APIRG staff in relation to Working Groups.

19. Obligations of Successful Working Group Applicants:

- a. Before approved funding can be accessed, all Working Groups must read and sign the Working Group agreement.
 - i. Reapplying Working Groups must sign the Working Group Agreement each year their Working Group status is reinstated
- b. Working Groups are expected to have regular communication with APIRG staff and board members, and are required to submit quarterly and year-end reports.

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- c. Reapplying Working Groups are required to fill out a new Working Group Application Form during regular funding rounds for all new funding requests.
20. Once a group has been approved for funding, obligations as stated must be met. Approved Funding and affiliation with APIRG may be revoked if obligations and signed agreements are not met.
21. Reallocations: groups may request approved or previously allocated funds from past fiscal years to be have the nature of their grant changed:
- a. Reallocation requests will only be accepted in written format with usage of our form encouraged. All reallocation requests, for any amount, must be approved by the Board of Directors and officially documented in meeting minutes.
 - b. The Board of Directors can refuse reallocation requests based on the following:
 - i. Falls outside of a reasonable timeline (eg. Asking previous years money to be allocated for the next years same event without going through a new granting process)
 - ii. Falls outside of APIRG's mandate or what the board deems as reasonable within the groups provided mandate and mission statement.
 - iii. Falls outside of other guidelines as stated by the board at the time of decision

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22. Working Groups may request directly granted funds from previous funding rounds to be reallocated in their application. If this is not requested, the funds previously granted cannot be spent for the newly requested items. The Board of Directors can reallocate previously granted funds to newly requested projects without the Working Groups' full consent.
23. Applicants denied funding may appeal the Board of Director's decision under the following conditions and operation procedures:
- a. There is evidence that due process, as stated in the Direct Funding Policy, was not followed in making the grant decision.
 - b. There is significant new information that changes the substance of the information upon which the grant decision was made.
 - i. The substantial new information must be presented to the board at time of appealing
 - c. Groups must file the appeal form within 10 business days of the date of the applicant's unsuccessful notice letter from APIRG. Appeals will be considered at the next available APIRG board meeting.
 - d. Funding requested cannot be assured even if an appeal is successful.