



SUBJECT: Student Grants	POLICY NO: ADMIN - 8	LAST REVISED: November 3, 2017
APPROVED BY: Executive Council	NO. OF PAGES: 3	DATE ORIGINATED: November 4, 2009

Policy

The Saskatchewan Polytechnic Students' Association Inc. believes in encouraging quality campus life at Saskatchewan Polytechnic and as such may grant funding to students and/or groups to enhance their educational experience.

Procedure

All funding request must fall under the category of either:

1. Activity/Recreation Grant
2. Cultural Grant

A completed "Student Grant Funding Request Form" must be submitted 10 working days prior to the event to the designated SPSA employee at the respective campus. Approval or rejection of the request is at the discretion of the respective Campus Council. Request for funding will be assessed based on the group/individual's needs and the merit of the project relative to the Grant applied for. Written notification of approval will be given within seven working days. The SPSA will pay bills upon submission not exceeding the amount approved.

In addition to a completed Student Grant Funding Request Form, a presentation may be required to receive Cultural Grant Funding. The VP Campus will set a time and date. Failure to attend will result in cancellation of the group's/individual's funding request.

1. Activity/Recreation Grant

This grant has been established to provide SPSA members with the opportunity to access funding to participate in recreational activities for those students who are unable, because of physical distance, to participate in SPSA sponsored recreational programs at any Saskatchewan Polytechnic Campuses.

Student funds are allocated for recreational programming for students placed out of town, provided no student fees are transferred to another students' association for access of facilities and services. Money is available upon request submitted by the student to the VP Campus.

Placements must be considered part of program training and be longer than four (4) weeks in duration. This program is not available for students who are paid a wage or honorarium for duties performed. Money may only be used for recreational activities and will not include gambling or alcohol or illegal activities.

The equivalent of a maximum of \$15/student for the academic year will be given to a student under this Grant providing the placement is for a period of three (3) months or less. Where the placement is greater than three (3) months, the equivalent of a maximum of \$40/student for the academic year will be given.



SPSA
SASKATCHEWAN POLYTECHNIC
STUDENTS' ASSOCIATION INC.

INTERNAL OPERATIONS SERIES

2. Cultural Grant

This Grant has been established to allow students the opportunity to be exposed to cultural awareness by participating in non-recreational activity. Funding for activities can be applied for by any ratified Student Club to enhance learning opportunities. These activities must be open to all students who wish to participate. Examples: tours to museums, guest presentation, library visits, conferences, etc.

Up to \$300.00/grant/group to a Campus maximum of \$900.00 in total for the current fiscal year. A Group is eligible for one Grant per year only.



Student Grant Funding Request Form

Please be as thorough as possible and attach all necessary information. Failure to complete this request form in full will affect your funding.

Activity/Recreation Grant

Name: _____

Student ID #: _____ Phone #: _____

Indicate length of absence from home Campus: _____

Placement Location: _____

Funds Requested: _____ (receipts must be presented for reimbursement)

Cultural Grant

Name of Event: _____

Date of Event: _____ Date: _____

Contact Person

Name: _____ Student #: _____

Phone #: _____

Event Description: _____

Event Budget: _____

Signature: _____ Date: _____

Approved by: _____ Funds Approved: _____
(receipts must be presented for reimbursement)