



SUBJECT: Student Societies Grants and Sponsorships	POLICY NO: SOC – 7	LAST REVISED: April 27, 2021
APPROVED BY: General Council	NO. OF PAGES: 1	DATE ORIGINATED: February 15, 2009

Policy

The Saskatchewan Polytechnic Students' Association Inc. recognizes that ratified student societies may need to access funds or seek sponsorship in order to execute successful events and/or activities.

Procedure

1. Grants

Grants are considered gifted funding and awarded to help subsidize fundraising. Student societies are expected to fundraise for any additional money required. The aim of grant funding is to encourage the student society to become active and conduct activities to benefit members and support student society initiatives.

The SPSA will provide up to \$500.00 grant funding to ratified societies in good standing. Campus Student Societies must apply for funding prior to the event, approval or rejection of funding requests is at the discretion of the respective Campus Council. The funding provided by the SPSA is dispersed after the VP Finance & Internal Operations receive receipts from the event up to the amount the Society applied for in their funding application.

Through this grant program, the SPSA allots a certain amount of funding each year to assist societies by reimbursing the cost of their event, fundraiser and/or special projects. Student Societies can apply for this funding by submitting a funding request form in advance of their event, fundraiser and/or special project, however, societies can only receive the reimbursement after the event has occurred, the costs for the event has been fully covered by the club account, and the application has been completed and approved.

Societies can only apply for the reimbursement for an event that occurred within the current fiscal year. Multiple funding requests for the same event will not be accepted. Societies may apply any number of times for funding to the maximum of \$500.00 per academic year; however, approval will be subject to funds available.

Requests will be considered when the funding application is submitted to their respective SPSA Office. Applications must be submitted 3 days before the following funding deadlines: October 21st, February 6th, and April 15th. The SPSA will not reimburse funds to Student Societies for:

- Direct donation to charities
- The cost of alcohol served at any event
- Administrative costs of the group/society
- Year-end banquets
- Graduation banquets
- Society meetings
- Society apparel
- Direct cash giveaway



SPSA
SASKATCHEWAN POLYTECHNIC
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GOVERNANCE SERIES

2. Sponsorship
 - a. Any student society may solicit non-cash donations or non-cash sponsorships.
 - b. Any student society wishing to solicit cash donations or cash sponsorships are governed under the terms of Saskatchewan Polytechnic Policy 203.



Student Society Funding Request Form

Please be as thorough as possible and attach all necessary information. Receipts must be presented for reimbursement. Failure to complete this request form in full may affect your funding.

Student Society Name:	Application Date:
Society Account Number:	

Name of Event:	
Date of Event:	
Event Description:	
Event Budget: (Attach all appropriate receipts)	
Request Submitted By:	
Contact Information: (Email & Phone #)	
Signature:	

FOR OFFICE USE ONLY	
Was the Grant approved?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If no, please indicate why:	<input type="checkbox"/> No funds available
	<input type="checkbox"/> Other:
Amount Approved:	
Approved By:	
Signature:	