

Last Updated: 2021-03-05



# SFSS Club and Student Union Funding Guidelines

Simon Fraser Student Society

---

**simon fraser**  
**student society**

July 20, 2015

## **GENERAL FUNDING POLICIES**

### Submission Deadlines

Grants must be submitted at least 10 business days before the date of the event/project if the amount requested is under \$1000 (not including the date of submission).

Grants must be submitted at least 20 business days before the date of the event/project if the amount requested is over \$1000 (not including the date of submission).

### Changes to Grants

Only one grant revision request from the group will be allowed after the grant request is submitted, but the request must be made within 24 hours of submission, otherwise it will not be considered.

Changes to the types of items being requested, the quantity of items, dollar amounts requested, number of attendees, and the revenue reported are considered to be revisions. Notifying Coordinators of changes to the location or date of the event will not count as revisions.

If the nature of the event changes entirely, the grant will be rejected/revoked and groups must submit a new request within the appropriate deadlines.

Changes to grants will not be permitted after they have been approved.

### Grants for External Projects/Events

For events with external guests, only costs associated with external guests who provide services directly related to the event will be covered (e.g. guest speakers, judges).

Costs for external attendees will not be covered (e.g. students from other schools, other members of the public who are not SFU students).

Projects that do not directly engage SFU students (e.g. care packages for charities, events geared toward high school students/children, etc.) will receive limited funding and grants will be decided on a case by case basis.

### Alcohol and Drugs

No SFSS funding can be used for the purchase of alcohol and/or any controlled substance(s).

## Lost, Stolen, or Damaged Items

The SFSS will not be held liable for items purchased with funds from an approved grant if they are lost, stolen, or damaged. Groups must pay out of pocket for replacements.

## Sustainability

Burnaby Events: For the purposes of promoting environmental sustainability, money will no longer be granted for disposable cups, plates, cutlery, napkins, etc. Groups will be responsible to purchase the previously mentioned items or they are welcomed to contact the Student Centre for alternatives.

## Conflict of Interest

A conflict of interest exists where a club or student union executive directly benefits or profits from decisions made in their role as executive. Conflicts of interest may also arise when the benefit is being given to executives of other clubs and student unions, SFSS Board Members, or Council Members. SFSS executives should not personally benefit directly from SFSS funding. Where there is a conflict of interest, funds will not be approved; this applies to but is not limited to honorariums, speaker gifts, and prizes. Group trust account funds or personal funds can be used.

## Constraints on Approval

Grants will not be approved until the room booking for the event venue is confirmed, if the venue is on SFU campuses. If contracts need to be signed for off-campus event venues, this should be provided to the SFSS for review and approval prior to the submission of a grant. Club and Student Union Executives have no signing authority.

## SFSS Community & Inclusivity

Grant applications must demonstrate a link to the SFSS Mission: "To improve the health and wellbeing, academic conditions, social experience, and financial conditions of its members". Events and projects must be open to all SFSS members. Applications must be complete or they may not be considered.

## Revenue

If the event/project is generating revenue, it cannot benefit a private group or individual. This means that the funds cannot be used for something or someone that does not benefit the group members — it cannot be for your own business or personal profit. The entire estimated revenue amount must be reported in the "Budget" section of the grant form, and any

remaining revenue should be deposited into the group Trust Account or reported to the Coordinators and deposited into the group's external bank account after the event is over. Executives members should not be placing group funds into their own personal bank accounts. SFSS funds should always be placed in the group's Trust Account provided by the SFSS or the group's external bank account.

## Funding Vs. Orders

Grants are not a means for submitting actual orders - they are just a means of getting funding approved. This means that if you request funding for AV equipment and venue costs in the grant, additional steps will have to be taken to request the AV equipment or the venue itself. Grant approval means that funding for the event has been approved, but does NOT mean that your orders have been submitted or confirmed. Those orders must be submitted to the SFSS Student Centre within the appropriate deadlines.

## POLICIES FOR STUDENT UNIONS ONLY

Grant applications under \$100 will not be approved and must be paid from Core.

Core contribution of 10% of the grant amount is required from larger SUs and CGs, 5% from smaller DSUs.

## POLICIES FOR CLUBS ONLY

### Club Resource Funding

**Definition:** A set amount of funding that every club gets every semester to fund certain costs.

#### **Policy/Guidelines:**

- What is covered: venue rental costs, audio visual equipment rental (SFU A/V, and L&M, or other credible external companies), printing costs, and locker rental from SFU Recreation (with valid invoice and receipt).
- Cannot be used for purchasing items; can be used for rental/service costs only.
- Printing must be done from an approved commercial print shop; excludes all printed merchandise, printing at any libraries or from home printers.
- All other items will not be covered.
- Max. \$400 every semester. Unused amounts will not carry over.

### Club Petty Cash

**Definition:** A set amount of funding that every club gets every semester to be spent on almost any club expense, except for items not covered (e.g. alcohol, gasoline, etc.)

**Policy/Guidelines:**

- Max. \$100 every semester. Unused amounts will not carry over.
- Itemized receipts are required for reimbursement
- Cannot be used to pay any individual where there is a conflict of interest (see definition).

Travel, Accommodations, Conference, Competitions

**Definition:** Entrance fees for workshops, events, conferences, and competitions related to the mandate of the student group, and accommodations and travel costs associated with attending these events.

**Policy/Guidelines:**

- Travel costs that are covered: airfare, chartered bus, public transportation, taxis, licensed ride-shares (E.g. Uber, Lyft), trains, ferries, or other insured commercial driving services.
- Travel costs that are not covered: any costs associated with the use of a personal vehicle, private transportation for local events in the Metro Vancouver area, or car rental, car shares (e.g. Evo, Modo, Car2Go), charging stations, gas. Parking fees will not be covered.
- Accommodations that are covered: hotels, motels, licensed establishments.
- Accommodations that are not covered: Airbnb rental, private residences.
- Up to \$150 per person per semester; max. \$1000 per semester per club.
- Cannot be combined with student union Travel and Conference funding unless approved by the SFSS Council.

## CLUB AND STUDENT UNION FUNDING GUIDELINES

Apparel/Branded Items - Printed Merchandise

**Definition:** Clothing or items that have the club/student union logo on it (t-shirts, hoodies, pens, etc.). Items must not be for single-use/specific events; they must be intended for long-term/multi-purpose use. Items must be of a reasonable cost; designer brands and luxurious brands will not be approved.

**Policy/Guidelines:**

<b>Bigger items</b> (e.g reusable water bottles, tote bags)	Will fund up to \$300 per year.
<b>Smaller items</b> (e.g. lanyards, post-it notes, pens, hand sanitizer)	Will fund up to \$250 per year.
<b>T-shirts</b>	\$10 per person, to a maximum of \$200 per year.

<b>Hoodies</b>	\$30 per person, to a maximum of \$300 per year.
<b>Jerseys</b>	\$40 per person, to a maximum of \$400 per year.

## Audio Visual Equipment & Instrument Rental

**Definition:** Audio visual equipment and instrument rental provided by SFU and Long & McQuade, and any other approved external rental companies.

**Policy/Guidelines:**

- Not covered: smoke or fog machines.
- Funding for external AV will be subject to approval by the SFSS/SFU.
- For instrument rentals, 80% of the cost will be covered.
- The rental amount must be reasonable for the scope of the event.
- Total amount approved will be discretionary, but groups are encouraged to use their Resource Funding first.

## Campsites

**Definition:** A licensed campsite where groups will be camping overnight.

**Policy/Guidelines:**

- Up to \$10 per person, per night for campsite fees; max. \$200 per night; max. \$1000 per semester.

## Clubs Days

**Definition:** Materials purchased for use during SFSS Clubs Days, such as art supplies, decorations, candy, snacks, etc.

**Policy/Guidelines:**

- Maximum of \$50.00.
- No additional funds for free giveaway swag.

## Decorations

**Definition:** Any materials that are used to visually enhance the appearance of the venue.

**Policy/Guidelines:**

- Up to a maximum of \$50 per standard event. Decorations for large scale events will be covered under “Large Scale events”.

- Not covered: Any materials that do not adhere to the SFSS values; no photo booths, no decorations for meetings - must be for events.

## Equipment & Supply Purchases

**Definition:** Equipment and supplies are items that are purchased. Equipment must be essential to the operation of the club and a proposal must be submitted (e.g. walkie talkies, tools, microphones, arts and crafts, sporting goods, hardware, software).

### Policy/Guidelines:

- These items will be provided on a case by case basis and the items will remain the property of the SFSS. Items must be securely stored with the SFSS, SFU, or approved external storage sites.
- A letter of agreement must be signed by a coordinator and executive of the group for certain items.
- Maximum of \$1000 per fiscal year.

## Facilities

**Definition:** Equipment, furniture, and services provided by SFU Facilities or a licensed external provider (e.g. tables, chairs, cleaning, electricity, rolling boards, fencing, etc.).

### Policy/Guidelines:

- For Burnaby and Vancouver events, all necessary costs for furniture, equipment and services provided by SFU Facilities will be covered on a case by case basis.
- If an external provider is used, then the costs must be included in a grant request.
- For Surrey events, groups must include all facilities costs in their grant request.
- For larger events where a group incurs costs that are a lot larger, the funding will be decided by looking at the event as a Large Scale Event.

## Food

**Definition:** Any meal component, eaten at any of the regular occasions in a day when a reasonably large amount of food is eaten, such as breakfast, lunch, or dinner; including drinks, but not including non-alcoholic beverages.

### Policy/Guidelines:

- Covers meals that are ordered from any restaurant with a valid “Operating Permit”
  - This includes groceries for cooking as long as there is a valid “Food permit”, and at least one member who is assisting with the food preparation must possess a valid “Food Safe” certification.
- Alcohol is not covered, or any items included in the *Controlled Drugs and Substances Act*.
- For events: Funding is heavily based on the number of confirmed members in the student group, and other attendees will be taken into consideration.

- \$8 per person for up to 2 events per semester. \$6 per person for each event thereafter. Max. 5 food events per semester.
- Snacks and drinks, combined will be granted up to \$3 per person.
- For meetings: Up to \$25 per week for weekly meetings; up to \$50 for monthly meetings.

## Fundraising

**Definition:** Raising money for a charity or the group's future events/projects through selling products or hosting events.

### **Policy/Guidelines:**

- For large scale fundraising events that are raising money for a charity, only hard costs (e.g. machine rentals) will be covered as long as they are necessary for the functioning of the event. Consumables and variable costs in charity fundraisers will need to be covered by the funds raised.
- For small scale events that are raising money for a charity, or any event that is raising money for the group's own funds, hard costs and a portion of variable costs may be covered.
- Profits generated from the fundraising event must be deposited into the group's trust account or external bank account and reported to the Member Services Coordinators; if donated directly to a charity, a donation receipt must be sent to the Member Services Coordinators.
- Events that are "by donation" will be considered to be events that are not generating any revenue, since revenue is not guaranteed.
- For fundraisers where the money earned will more than cover the costs and allow enough "profit" to be donated to charity/to be saved, we will not cover the costs (e.g. Krispy Kreme donuts).

## Games

**Definition:** Video games, board games, supplies for event games.

### **Policy/Guidelines:**

- Games must be kept and stored and reused.
- Board Games:
  - Maximum \$50 per semester for groups that are not centered around gaming.
  - Maximum \$150 per semester for groups that are centered around gaming.
- Video Games:
  - Maximum \$50 per semester for groups that are not centered around gaming.
  - Maximum \$150 per semester for groups that are centered around gaming, as long as the game relates to their mandate and can be reused.
  - Will not fund video games for individual use/personal accounts.
  - Not covered: Aesthetic upgrades for video games; Pay-to-Win (games where benefits/skills are gained from payment).



## Honorariums

**Definition:** An honorarium is a payment given for professional services that are rendered nominally without charge. The honorarium is like a “thank you” gift. There is no liability or legal obligation to pay the honorarium for the services; the services provided are voluntary and the student group should not be invoiced for them. The person/group receiving the honorarium should not be asking for money in exchange for their services.

### Policy/Guidelines:

- Maximum of \$400 per semester.
- If the honorarium is for paying a DJ or photographer or any other professional providing similar services, the maximum is \$300 for the first event, \$200 for the second event, and \$100 for the third event.
- Honorariums cannot be paid to any individual where there is a conflict of interest (see definition).

## Large Scale Events

**Definition:** Defined on a case by case basis. In general, an event with a large number of attendees that might be hosted at an upscale venue. (e.g. Galas, networking events, conferences, festivals, concerts, etc). Factors that may result in an event being designated as “Large Scale” may include, but are not limited to, the number of attendees, the venue being utilized, the amount of funds being requested or provided, the activities included in the event, the duration of the event, special guests in attendance, and amount of administrative support.

### Policy/Guidelines:

- We would consider covering reasonable costs for items **excluding** (but not limited to) alcohol, gasoline, car rental.
- Dollar amounts/thresholds: **\$5,000** before this request needs to be brought to the SFSS Board/Council, processing times will be subject to review times required by the SFSS Board/Council.

## Leisure Entrance Fees

**Definition:** Fees that are paid to enter an establishment for recreational purposes (e.g. PNE, aquarium, Science World, etc.).

### Policy/Guidelines:

- Will fund up to 50% of the cost to a limit of \$400 per semester, unless it is directly tied to the group’s mandate.
- If it is necessary for the group to function and is at the core of their mandate, up to 75% of the cost will be funded, to a maximum of \$800 per semester.
- What is not covered, including but not limited to: gun ranges, archery, go-karting, any establishment involving controlled substances.
- May not be approved based on SFSS insurance coverage.

## Printing

**Definition:** The costs associated with the production of books, posters, newsletters, and other printed materials.

**Policy/Guidelines:**

- **Banners:** Up to \$300 for any banner, used for promotion. Banners must benefit all group events and cannot fund a banner for one-time use.
  - A maximum of 1 banner per group can be covered by SFSS funding every 5 years (exceptions: theft/rebranding, etc.). In the case of requesting a replacement banner for a stolen banner (before 5 years is up), the proper evidence and supporting documentation must be submitted, including police and SFU Security incident report numbers. Approval for the replacement banner is discretionary.
  - Lost/damaged replacement banners will not be granted.
  - Clubs may only rebrand every 5 years.
- Maximum \$250 per semester for any other general printing costs.
- Printing must adhere to the SFSS Branding Guidelines and Policies.

## Prizes

**Definition:** Gift cards and/or other small items which are given away to the attendees of an event.

**Policy/Guidelines:**

- Not covered: gambling, controlled substances.
- No cash prizes.
- Maximum \$50 per event; Maximum \$150 per semester.
- Prizes cannot be given to any individual where there is a conflict of interest (see definition).

## Projects

**Definition:** Ongoing, long term, joint activity that the group has chosen to initiate, that is not related to the group administration. The project must be in line within the group's mandate. The scale of the project must be reasonable for the group that requests it.

**Policy/Guidelines:**

- The group must fund a minimum of 25% of the project through self-funding or external sponsorships. A maximum of \$2,000 will be granted per semester for projects.
- Personal projects and projects for class projects will not be covered.
- The assessment of whether a project falls within a group's mandate will be subject to the discretion of a coordinator.

## Promotional Material

**Definition:** Using different media for promotions of the group, an event, or project.

**Policy/Guidelines:**

- Maximum \$80.
- Will cover social media ads and print ads.
- Separate from printing their own posters; that will be covered under “Printing”.

## Religious/Spiritual Texts

**Definition:** Religious/spiritual literature that promotes specific religious beliefs.

**Policy/Guidelines:**

- Will fund if it is a necessary resource for club functioning. Maximum allowance \$400 per SFSS fiscal year.
- Will not fund if distributing.

## Security

**Definition:** Costs of security services from SFU Campus Public Safety (SFU CPS) as well as external providers under the discretion of SFU CPS. Also includes extra security services from the JRG group for pub nights at The Study.

**Policy/Guidelines:**

- Up to a maximum of \$500 for the entire event.
- We will not cover the cost of security for external providers who are not approved by SFU CPS or the SFSS.

## Speaker Gifts

**Definition:** Speaker gifts are any (non-monetary) gifts given to thank guest speakers/professionals invited to events.

**Policy/Guidelines:**

- Alcohol cannot be given as a speaker gift.
- Speaker gifts cannot be paid to executives of a club or student union, or any individual where there is a conflict of interest (see definition).
- Maximum \$100 per event; \$250 per semester.

## Streaming/Casting Services

**Definition:** Gaming clubs often require streaming services so that their gaming events can

be broadcast and shared online to multiple viewers. Casting services may be included, which means the provider speaks to the audience and adds commentary, directs the in-game camera and entertains the audience.

**Policy/Guidelines:**

- Maximum \$400 per event.
- Maximum \$800 per semester.
- Service fees cannot be paid to executives of a club or student union, or any individual where there is a conflict of interest (see definition)

## Training Costs for Classes/Workshops

**Definition:** Classes or workshops that will enhance peoples' skills and knowledge or provide a certification. Not including workshops/classes subsidized by SFU and SFSS.

**Policy/Guidelines:**

- Maximum of \$50 per person per semester. Maximum of 5 people per semester.
- The training must be aligned with the group mandate. Must explain what value it brings to the individual/group.

## Venue

**Definition:** Location where an event or project is taking place - on or off campus. Must be a legitimate establishment with a license.

**Policy/Guidelines:**

- Rental costs on-campus will be fully covered for small meeting rooms and event spaces. Rentals for large events will be assessed under Large Scale Events.
  - Hotel facility bookings would fall under Large Scale Events.
- Rental costs off-campus will be funded to a maximum of \$500 per event, this includes the setup/staffing in the space.
- Not covered: Airbnb rental, private residences.
- Due to higher rates and low staffing, Surrey bookings on Sundays from 4:30pm-10:00pm, or statutory holidays, will be covered up to 50% of the internal rate, including staffing charges and AV.

## Website Hosting and Domains

**Definition:** The costs associated with hosting a website and purchasing domain names.

**Policy/Guidelines:**

- Maximum \$200 per year for both.
- Limit one funded website and domain per group.