

# CLUBS & ASSOCIATIONS

## SPECIAL EVENT FUNDING GUIDE

### Introduction

Special Event Funding is a grant available for all ratified clubs and associations recognized by the Wilfrid Laurier University Students' Union in order to facilitate a new event.

### Definitions

- **Special Event** is any new event run by a campus club that, by nature, does not occur on an annual basis.
- **Non-Student Union Funding** is any funding received from a third party outside of the University or within, including but not limited to faculty associations.

### 1. Evaluation Criteria

The funding of any submission received is at the discretion of the Students' Union Clubs & Associations (C&A) Governance Committee in Waterloo and the Associate Vice President: Clubs & Associations (AVP: C&A) and the Marketing and Special Events Executive in Brantford. These committees reserve the right to reject any proposal it feels does not meet the criteria as established below.

The following criteria are used by these committees to evaluate the merits of each application:

- 1.1. Is this a new event at Wilfrid Laurier University?
- 1.2. Does the application enhance the educational or cultural experience of undergraduate students at Wilfrid Laurier University?
- 1.3. Does the event have a definite focus and a clear plan of implementation, including a timeline for completion of the event?
- 1.4. Is the amount of funding requested appropriate to the event? Has a financial breakdown been provided?
- 1.5. Has additional, non-Student Union funding been sought for the event?
- 1.6. Does the event conform to the Standards of the University?

Failure to meet one or more of these criteria will significantly reduce the likelihood that applications will be awarded funding.

### **Date of last amendment:**

28 January 2020

## **2. Eligibility and General Regulations Governing the Dispersal of Funds**

- 2.1.** All clubs and associations applying for Students' Union funding must be ratified by the Students' Union Clubs & Associations department both at the time of their application and throughout the tenure of their award.
- 2.2.** The event must not have been run previously as Special Events Funding is given only to events being run for the first time.
- 2.3.** No club may hold or apply for Special Events Funding more than once per semester.
- 2.4.** Clubs and associations will only be considered for funding if the proposed event is shown to clearly enhance student experience at Laurier.
- 2.5.** Sponsored activities must be advertised among, and open to, all members of Laurier community.
- 2.6.** The Students' Union will not fund charitable organizations external to the University or fund raising activities, but it may fund events that increase awareness of issues related to charitable causes.
- 2.7.** Funds not claimed or accounted for by the end of the fiscal year in which the fund was granted (April 30) will be returned to the Students' Union account.
- 2.8.** Clubs & Associations will not fund events involving the employment of or remuneration for work done by an award-holder or by others. It may, however, fund honoraria in the case of individuals providing a service, such as a performance or guest lecture, advertised among and open to the entire Laurier community.
- 2.9.** All advertisements for Students' Union funded events will clearly indicate that Special Events Funding was received. Support will be acknowledged at the event as receiving of Students' Union support.
- 2.10.** All submissions will be reviewed on a case-by-case basis and proposals funded in the past by these committees do not set precedence for similar event funding in the future.

### **3. Regulations Governing Specific Awards**

#### **3.1. General Regulations**

**3.1.1.** The Special Event Funding awarded must be included in the expense submissions provided to the Clubs & Associations department before the end of the fiscal year in which the fund was granted (April 30) in accordance to the Students' Union policies.

#### **3.2. Travel Awards**

**3.2.1.** Travel awards are limited to \$500 per applicant.

#### **3.3. Room and Board Awards**

**3.3.1.** Accommodation awards are usually limited to \$300 per applicant.

#### **3.4. Meal Awards**

**3.4.1.** When travelling, meal funding is awarded at a maximum of \$10.00/day for a maximum of 5 days per applicant for a total of \$50.

**3.4.2.** For day-long events, meal funding is awarded at the discretion of these committees.

**3.4.3.** All funding for breaks and receptions will be decided at the discretion of these committees.

**3.4.4.** Breaks and receptions will only be funded for catering by WLU Food Services or the Students' Union.

**3.4.5.** There is no maximum on funding for breaks and receptions. These committees will determine award allotment on a case-by-case basis.

### **4. Guest Speaker Awards**

**4.1.** All funding for guest speakers will be decided at the discretion of these committees based on the number of students reached in the Laurier community.

**4.2.** Special Events Funds may be used to cover travel, accommodation, and honoraria costs.

### **5. Other Awards**

**5.1.** The Students' Union will consider events not falling into one of the previously defined categories provided they meet the Special Events Funding requirements.

### **6. Appeals**

**6.1.** Unsuccessful applications may formally appeal once per application. Specific reference to the nature of the appeal must be made at the time the appeal is submitted.

**6.2.** Appeals must be received via e-mail (Waterloo: [suavpcaw@wlu.ca](mailto:suavpcaw@wlu.ca) / Brantford: [suavpcab@wlu.ca](mailto:suavpcab@wlu.ca)) within 15 (fifteen) days of the committee's decision date.

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**6.3.** The aforementioned criteria as stipulated above must be successfully met in order for your appeal to be considered.

## **7. Special Consideration**

**7.1.** The committees reserve the right to make amendments and changes to the above guidelines in exceptional cases and at the discretion of the Vice President: Clubs & Associations.

## **8. Presentation Component**

**8.1.** Presentations must be a minimum of 10 minutes in length.

**8.2.** At-least one (1) visual aid is required (e.g. a Powerpoint) and must be informative and easy to-follow, covering every aspect of the Special Event that requires Special Event Funding.

**8.3.** Clubs must outline a thorough breakdown of the costs affiliated with the Special Event including supporting evidence for each estimate provided (e.g. providing a catering estimate from Wilf's).

**8.4.** Club members must email the Governance committee (sucagc@wlu.ca) with an Excel document of their financial breakdown for the Special Event, including the total amount of funding being requested at-least 24 hours prior to their scheduled presentation time.

**8.5.** Club members are required to arrive 10 minutes prior to their scheduled presentation time to set-up their presentation.

**8.6.** Club members are required to wear business casual attire for their presentation.