



NOSMU
Student Council

Policy: Interest Group Funding Allocation 2024-2025

BACKGROUND

What: A pilot project for the Fiscal Year of June 2024-May 2025 to change how NOSMUSC is delivering funds to interest groups. Moving forward, interest groups will no longer be individually approved for funds. Rather, NOSMUSC is trialling a system for which funds will be designated for a specific period of time and all Interest Groups will be required to apply for funding through a streamlined mechanism.

Purpose:

1. To increase access of student funding for interest group projects
2. To reduce inadequate usage of student funds resulting in annual surpluses
3. To provide an equitable mechanism for student Interest Groups to access funding

Who: All NOSMUSC Interest Group receiving funding from NOSMUSC. *Note: Interest groups with external donations will not be required to follow this process to access their funds. They will simply need to submit a reimbursement form with itemized receipts to VP Finance*

Annual Interest Group Funding Budget: \$6000.00 per fiscal year

- Months of June-August of each fiscal year will have a budget of \$375
- The remaining months (September-May) will be allocated \$625/month.

Remaining funds: If funds are not utilized for a monthly period, they will be rolled over to the following month thus increasing the sum of money that is available for interest groups to request during the next application cycle. (For example if \$100 remains from the September application, the October funds will be \$725).

APPLICATION PROCESS

At the beginning of the fiscal year, interest groups will receive an email from VP Student Affairs containing the interest group funding policy, application instructions and a link to the application form administered via Google Form. The aforementioned documents will be available on the NOSMUSC website.

One application form will be submitted per event.

Application forms will include:

1. Total amount requested
2. Description of the event
3. Location of the event (categories: East Campus, West Campus, Online or Both)
4. Category that funds requested falls under (categories: Materials/Equipment, Food, Speaker Honorarium or Other: _____)

5. If interest group applying is collaborating with another interest group (categories: individual, 2 groups, 3 groups+)
6. Whether the event is time specific (i.e. a specific availability for speakers, a specific holiday, etc.)
7. Whether the event would proceed if the group is unable to obtain the maximum amount of funding requested

Applications are to be submitted on the 4th Monday of each month and will be accepted until the 4th Wednesday of each month until 23:59.

Applications will be reviewed by VP Student Affairs and one additional student council member (as per the direction of the NOSMUSC President) to ensure the validity of each application, and that they are following the current listed requirements as outlined by the NOSMUSC Constitution (article 6.10).

FUNDING DISTRIBUTION

Funding per event will be capped in the following manner:

1. An event run by a single Interest Group - maximum \$100/event
2. An event run collaboratively by two Interest Groups - maximum \$225/event
3. An event run collaboratively by three+ interest groups - maximum \$350/event

If monthly requests do not exceed monthly funds available, then applications with a total desired amount in excess of the cap will be considered.

If multiple groups find themselves in this position, the decisional criteria listed above will be utilized to determine who will receive the funds

If interest groups are not able to receive the funding required due to a high number of applications, requiring funds to be capped for the month. The following month, they would be eligible for twice the amount of capped funds. (Doubling of the capped funds will only be a possibility once)

If the total number of applications and funds requested are less than the budget for the month, and the application meet the criteria for reimbursement, VP Student Affairs and (*one additional student council member) will approve these requests.

The total amount of excess funds for that month will be communicated to Interest groups so that they are aware of the total funds available for the following month.

If the total number of applications and funds requested exceeds the budget for the month, approval for funds will be determined in the following manner:

1. Funds required for material/equipment
2. Time constraints of an event
3. Funds for food
4. Funds for a gift card/speaker honorarium

If the selection of fund allocation cannot be determined simply by using the criteria above, the interest groups that have received the lesser amount of funds at that point in the fiscal year will receive prioritization.

APPEALS

All appeals of decisions will be submitted to VP Student Affairs within 3 days of receiving a status update on fund application, and will be brought up for discussion at the following monthly student council executive meeting (first Monday of the month, subject to change).

The individual appealing will send an email to the NOSMUSC President, VP Finance Sr. and VP Student Affairs stating:

1. The application round that they are appealing (ex. Month 20XX)
2. Reason they are appealing
3. Reasoning / context that they think should be considered in the appeal process

At the student council meeting the Interest Group will select one representative to present their appeal. The student representative will have 3 minutes to present their appeal. NOSMUSC executive members will have a closed camera session where they will vote to accept or reject the appeal by majority.

If the appeal is accepted the NOSMUSC will provide the funding to the student. If the budget for that application cycle has not been fully utilized funds will be provided from that allocated pool of money. If all funds have been utilized for the given application cycle the funds will be drawn from the next application cycle allotment.

If the appeal is denied the NOSMUSC President will provide the interest group a verbal and/or written explanation of the basis of appeal rejection within 48 hours of the NOSMUSC executive meeting.

POLICY REVIEW PROCESS

Given that this is a pilot project, appropriate revision of the process and perspectives from key stakeholders will be required prior to the end of the fiscal year.

NOSMUSC VP Student Affairs, VP Finance or President will send out a Google form requesting feedback from Interest Groups in March-April 2025. This feedback and usage information will be presented to the student council executive for policy review.