



NOSMU
Student Council

Policy: Interest Group Funding Allocation 2025-2026

BACKGROUND

What: A pilot project for the fiscal year of June 2025 to May 2026 that modifies how NOSMUSC distributes funds to Interest Groups (IGs). This revised system removes fixed monthly caps and instead encourages IGs to request funding based on their specific needs, with oversight to ensure fairness and accountability.

Purpose:

1. To improve equitable access to funding for all student Interest Groups.
2. To promote thoughtful and purposeful use of student funds.
3. To prevent accumulation of unspent funds and ensure funding reaches as many groups as possible.

Who: All NOSMUSC Interest Groups requesting NOSMUSC funding. Note: Groups with access to external donations are not required to use this application process to access those funds, but must submit a reimbursement form with itemized receipts to VP Finance. External funding should be used before applying for NOSMUSC funding.

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

- Approximately 50% of the budget will be available between June-November.
- The remaining 50% will be reserved for December-May.

Remaining funds: Unclaimed funds from events will not roll over for the interest group to use towards another event. Unused or unclaimed funds after 30 days past the event date will be returned to the general IG funding pool to ensure funding does not sit unused.

APPLICATION PROCESS

At the start of the fiscal year, VP Student Affairs will circulate the updated policy, application instructions, and a link to the funding application form (Google Form), also accessible via the NOSMUSC website.

- One application is required per event and the application should be submitted in advance of the proposed event date to allow time for review.
- Application Deadline: Submit by **4th Monday of each month**.
- Notification: Decisions provided by the **following Monday**.

Applications must include:

- Total amount requested.
- Justification for each budget item (e.g., "4 pizzas @ \$20 each", "2 x \$25 gift cards for speakers", "\$0.10 x 40 sheets for participant handouts").

- Description of the event with estimated attendance.
- Planned date or timeline of event, date that funds will be used by
- Location (East Campus, West Campus, Online, or Both).
- Category of spending (Materials/Equipment, Food, Speaker Honorarium, Other).
- Whether the event is time specific (i.e. a specific availability for speakers, a specific holiday, etc.)
- Whether the event would proceed if the group is unable to obtain the maximum amount of funding requested

FUNDING GUIDELINES

Suggested Maximum per Event: \$300

- IGs can request up to \$300 per event.
- Requests exceeding \$300 will be **reviewed by VP Student Affairs and VP Finance** and only approved if the breakdown is well-justified and clearly benefits the student body.
- Example of typical funding amounts to guide applications:
 - \$50 per speaker honorarium with a maximum of \$200 total or four \$50 speaker honorariums per event (UME students of NOSMU are not eligible for honorariums)
 - \$15 per gift card for social media quiz winners
 - Historically, events have ranged from ~\$50 for talks to \$300 for larger, skills-focused events held on both campuses.

Priority will be given to applications that:

- Have detailed and realistic budgets.
- Clearly benefit a larger proportion of the student body.
- Include collaborative events with other IGs.

Approval for funds will be determined in the following manner:

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

In the event of budget strain:

- Priority will be given to IGs who have used less funding in the fiscal year to date.

Restrictions:

- No donations to charity using NOSMUSC funds.
- No excessive use of gift card raffles.
- Avoid disproportionately high spending on niche initiatives (e.g., book clubs).

FUNDING DISTRIBUTION

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).

Groups will be periodically notified of remaining funds available.

VP finance and VP student affairs will take multiple factors into consideration when reviewing applications. Our goal is to effectively and efficiently utilize our interest group funding and we are happy to consider applications exceeding these amounts if they are properly justified.

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 2026. This feedback and usage information will be presented to the student council executive for policy review.

