

## **Preamble**

The York Federation of Student (YFS) recognizes the rights of students to form clubs and associations at York University as a forum for expressing their views and to meet academic, social, religious and cultural needs at York University. The YFS provides funding for student clubs at York University to provide support for their initiatives which enhances the experience of students at York University. The YFS is dedicated to supporting all inclusive and accessible events at York University.

To ensure accountability and efficiency for the distribution of club funding, the YFS has adopted the following policy as the Club Funding Operations Policy.

## **General Description**

Club funding is provided to clubs that have been ratified by the YFS. Ratification will only occur when a club has met the requirements listed in Operations Policy 16 - Club Ratification Policy and the requirements listed in the Club Funding Policy.

- 1.0 Terms of Funding
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### **1.0 Terms of Funding**

Funds will be assigned to clubs in accordance with established guidelines outlined below:

- 1.1 All clubs applying for funding must be ratified clubs of the YFS (Operations Policy 16 – Clubs Ratification Policy).
- 1.2 All applications for club funding must be in accordance with all policies, by-laws, and the constitution of the YFS.
- 1.3 The YFS reserves the right to refuse any application and retains sole discretion to determine approved funding amounts in order to accommodate all requests received and anticipated throughout the year.
- 1.4 The YFS will not fund activities that are against the law in Ontario and Canada.

- 1.5 The YFS does not support, promote, or fund activities that are discriminatory as defined by the Ontario Human Rights Code and YFS policies.
- 1.6 The YFS does not support, promote or fund activities that encourage gambling, illegal activities, or where individual members of the club stand to have personal or financial gain.
- 1.7 The YFS will not consider alcohol an eligible expense to receive funding.
- 1.8 The YFS will not fund levy-funded organizations.
- 1.9 The YFS will not provide funding for staff, alumni, faculty events or activities that are not for the benefit of the constituents of the specific student group without prior exceptions.
- 1.10 Funding cannot be used to cover more than the costs involved in a proposed project.
- 1.11 The YFS will only fund events that will have a minimum of 51% York Student attendance.
- 1.12 Club Funding requests can only be made during the school year (May 1<sup>st</sup> – April 30<sup>th</sup>) in which the event is taking place.
- 1.13 Club funding provided by the YFS will be used for the approved uses only. Misuse of club funding can lead to probation under YFS Operations Policy 16 - Clubs Ratification Policy.
- 1.14 Clubs that require a try-out or audition in order to become a member and/ or participate in an event will be ineligible for funding by the YFS.
- 1.15 Event funding will not be granted for any type of fundraising event intended to raise money for, including but not limited to, the club or external entities.
- 1.16 Club funding will not be granted to fund political campaigns (i.e. canvassing).
- 1.17 The YFS will not fund capital purchases.
- 1.18 The maximum a club can receive in club funding is \$10 per person (up to a total amount of \$800), for events with food including but not limited to dinners, galas, volunteer appreciation, et cetera.
- 1.19 The maximum a club can receive in club funding is \$5 per person (up to a total amount of \$800), for General Members Meetings.
- 1.20 The maximum a club can receive in club funding is \$50 per person (up to a total amount of \$800), for conferences, overnight trips and travel.
- 1.21 The YFS will not fund club executive meetings.

## **2.0 Types of Funding**

YFS Ratified clubs can apply for three types of funding to suit their various needs.

### 2.1 Base Funding

All YFS Ratified Clubs are eligible for base funding provided they have met all club requirements as listed in YFS Operations Policy 16 - Clubs Ratification Policy. All YFS Ratified Clubs are eligible to receive \$100 in base funding.

Base funding is a resource for clubs to be used primarily for start-up expenses. Items eligible for funding include, but are not limited to: equipment, supplies, advertising and other operations expenses.

Base funding will only be available until the last day of classes in the Fall semester. Clubs wishing to receive base funding must apply for it on the YFS website.

### 2.2 Event Funding

All YFS Ratified Clubs are eligible to receive a maximum of \$800 through event funding, per event. Priority will be given to new applicants.

In order to receive club funding, the appropriate application procedure must be followed as listed under 3.0 Application Procedure.

Clubs approved for funding above \$200 will be given the funding in two installments. Initially, 40% of the amount of funding will be given prior to the event applied for. In order to receive the final 60% of the amount of funding, a Post-Event Funding Application must be completed within 28 days of the event taking place. Clubs approved for funding under \$200, will receive the full amount upfront. However, receipts must be submitted electronically with a Post-Event Funding Application in order to remain a club in good standing with the YFS. The YFS will only provide Event Funding if receipts have been submitted due to financial protocols for Not-for-Profit Corporations.

The Post-Event Funding Application must include:

- a detailed final financial statement of expenses and revenues
- scanned receipts of all expenses in electronic format
- a brief description of the event

Upon the receipt of the Post-Event Funding Application, the club shall receive the final 60% of the funding. Should the group fail to comply with any of the guidelines in this document; the second installment of the grant will be withheld.

All funding exceeding 50% of the budget will require an indication on all posters and all major pieces of promotional materials (including web based promotions) stating: Funding provided by the York Federation of Students.

### 2.3 Relief Funding

Relief Funding is to aid clubs who have taken a significant loss on an event.

The maximum amount of relief funding that can be given to clubs is \$800.

Each club may apply for relief funding once throughout the entire year.

### **3.0 Application Process**

3.1 YFS Club Funding Applications are available on the YFS website, [www.yfs.ca](http://www.yfs.ca).

3.2 Applications for funding must be received before the event with some approved exceptions.

3.3 The Club Funding Application shall include:

- a detailed and completed YFS Online Club Funding Application (found on the YFS website)
- detailed financial statements including a budget with expenses and revenues
- a description of the event as well as sample promotional material, if available

3.4 All sections of the Club Funding Application must be completed in full and must be legible in order for it to be considered.

3.5 Club Funding Applications should be submitted a minimum of a month before the event to guarantee consideration by the Clubs Committee. If the Club Funding Application is submitted less than a month before the event, there will be no guarantee that the request will be considered before the event.

3.6 All clubs that have applied using the “Club Funding Application” and have been approved for funding must complete the “Post Event Funding Application” within 28 days of the completion of the event. For clubs that have been approved for over \$200 in club funding and the Post Event Funding Application is submitted later than 28 days after the completion of the event, there will be no guarantee that the final 60% of the funding will be released. Clubs that have been approved for less than \$200 in club funding will receive the full amount upfront. However, receipts must be submitted with the Post Event Funding Application in order to remain a club in good standing with the YFS. If the Post

Event Funding Application is submitted later than 28 days after completion of the event, there is no guarantee that the club will receive future funding requests.

3.7 All clubs receiving funding are encouraged to engage as much of the York student population in participating in the events approved for funding.

3.8 All clubs must be open to all York Undergraduate students on the Keele campus.

3.9 Completed Club Funding Applications can only be submitted electronically from the YFS website. The forms can be found under the Clubs tab at [www.yfs.ca](http://www.yfs.ca).

3.10 Multiple clubs hosting a joint event must submit one Club Funding Application together.

#### **4.0 Adjudication**

The YFS Clubs Committee is responsible for the appropriate distribution of Club Funding to all YFS Ratified Clubs. The YFS Clubs Committee will only consider detailed and complete Club Funding Requests.

4.1 The distribution of club funding will be based on the outlined criteria and procedures set out in YFS Policies, By-laws and the YFS Constitution.

4.2 The YFS Clubs Committee will meet regularly on an as needed basis.

4.3 The YFS Clubs Committee shall consider Club Funding Applications according to the following regulations:

- a) any clubs applying for funding must be a YFS Ratified Club;
- b) groups receiving levies are ineligible for funding;
- c) a detailed and complete Club Funding Application is submitted;
- d) relevant criteria including, but not limited to, projected number of YFS members participation, the existence and/or significance of other funding sources, and expected revenue/ loss;
- e) if there are outstanding receipts or documentation from previous granted Club Funding Requests, future funding requests may be withheld; and
- f) first time applicants will be given priority.

4.4 Decisions by the YFS Clubs Committee will be received by e-mail.

#### **5.0 Funding Pick- Up**

5.1 Upon approval for the funding by the YFS Clubs Committee, cheques will be made out only to the club in question.

5.2 Cheques will be available for pick up in the YFS office, Room 336 Student Centre.

5.3 In order to be picked up, cheques have to be signed for by a signing authority listed in the Club Ratification Form.

5.4 Photo Identification may be used to confirm the signing authority at the time of cheque pick up.

5.4 Notification should be given by the club to the YFS Vice President Operations of a pick- up date and time in order to ensure that cheques will be received when required.

5.5 Cheques not picked up from the YFS Office within 6 months of issuance, or by April 30<sup>th</sup> of the school year the club is ratified for, whichever is earlier, will be made void and will not be reissued.

5.6 The YFS may decide on a specific day of a week for cheque pick-ups.

## **6.0 Event Promotion**

Club Events receiving funding have the right to be advertised on the YFS office billboard right outside of the YFS office, which is 336 Student Centre. A poster must be dropped off at the YFS office, 336 Student Centre, to receive advertising in YFS space.