

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 meeting but not limited 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 that 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 a 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.

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1.0 Terms of Funding

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

All clubs applying for funding must be ratified clubs of the YFS (Operations Policy 16 - Clubs Ratification Policy).

All applications for club funding must be in accordance to all policies, by-laws, and the constitution of the YFS.

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 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 benefits of the constituents of the specific student group without prior exceptions.
- 1.10 Funding cannot be used 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.
- 1.13 The number of club funding requests will be counted beginning from the Summer term.
- 1.12 Club funding provided by the York Federation of Students will be used for the approved uses only. Misuse of club funding can lead to probation under YFS Operations Policy 16 - Clubs Ratification Policy.

2.0 Types of Funding

YFS Ratified clubs can apply for three types of funding to suite 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. The amount for base funding is determined at the beginning of each fiscal year by the YFS council.

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

In order to apply for the maximum amount of base funding, Base Funding Applications must be completed with a description of expenses as well as copies of receipts after approved funding.

Base Funding will only be available until the last day of classes in the Fall semester.

2.2 Event Funding

All YFS Ratified Clubs are eligible to receive a maximum of \$600 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, 70% of the amount of funding will be given prior to the event applied for. In order to receive the final 30% of the amount of funding, a Post-event Report must be completed (attached to the Club Funding Application) within 30 days of the event taking place.

The Post-Event Report must include:

- a final financial statement of expenses and revenues
- receipts of all expenses
- a brief description of the event

Upon the receipt of the Post-Event Report, the club shall receive the final 30% 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 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 total amount of Relief Funding available will be determined at the beginning of each fiscal year by council.

Relief funding will be issued on a case-by-case basis where the individual club will be responsible for presenting to the YFS Clubs Committee their need of Relief funding. Requests for Relief funding must include a letter directed toward the YFS Clubs Committee, an event description as well as any corresponding financial statements.

Requests for Relief Funding cannot surpass 75% of the total loss of the event in question.

3.0 Application Process

3.1 YFS Club Funding Applications are available at the YFS office, 336 Student Centre, or on the YFS website, www.yfs.ca.

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

- 3.3 The Club Funding Request shall include:
- a detailed and completed YFS Club Funding Form
 - 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 Form must be completed in full and must be legible in order for it to be considered.
- 3.5 Club Funding Requests should be submitted a minimum of a month before the before the event to guarantee consideration by the Clubs Committee. If submitted less than a month before the event, there will be no guarantee that the request will be considered before the event.
- 3.6 Club Funding Requests must be submitted within the following funding cycles:
- Cycle 1: First day of Fall Term classes to one (1) week before the Last Day of Fall Classes by 5:30p.m.
- Cycle 2: First day of Winter Term classes to one (1) week before the Last Day of Winter Classes by 5:30p.m.
- Cycle 3: First day after the Canada Day long weekend to the second Monday in August by 5:30p.m.
- Specific dates will be posted by June 15 of every year.
- 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 Completed Club Funding Requests can be mailed or dropped off at the YFS office.

Mailing Address: York Federation of Students

c/o VP Operations

336 Student Centre, 4700 Keele Street

Toronto, ON

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Faxed or e-mailed Club Funding Requests will not be accepted unless previous arrangements have been made.

It is suggested that to secure a guarantee of the request being processed within 30 days, that the application be submitted in person. Once submitted in person, the applications will require a date stamp as well as a signature confirming the receipt of the application.

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, legible and completed 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 a needs basis.
The YFS Clubs Committee will not meet between the cycles of funding (as listed in 3.6).
- 4.3 The YFS Clubs Committee shall consider Club Funding Requests 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, legible and completed Club Funding Request Form
 - 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 is outstanding receipts or documentation from previous granted Club Funding Requests
 - f) first time applicants
- 4.4 Decisions by the YFS Clubs Committee will be received by e-mail, in approximately 30 days of receiving the Club Funding Request.

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, 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 by April 20 of every year will be made void.

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 in the YFS office, 336 Student Centre, and on the YFS website. It is the responsibility of the group receiving funding to provide the information for the website to the Vice President Operations, no less than two weeks prior to the event.

A poster can also be dropped off at the YFS office, 336 Student Centre, to receive advertising in YFS space.