

Preamble

The York Federation of Students (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.

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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, bylaws, 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 undergraduate student attendance.
- 1.12 Club funding requests can only be made during the Fall and Winter semesters (September 1st to April 30th) in which the event is taking place. Funding will not be granted to events taking place during the Summer.
- 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, etc.
- 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.
- 1.22 The maximum a club can receive in club funding is \$30 per event for parking.
- 1.23 The maximum a club can receive in club funding is \$25 per event for transportation (car rentals, gasoline, taxi, Uber and public transportation).
- 1.24 The maximum a club can receive in club funding is \$50 per event for honoraria.
- 1.25 Funding for honorariums to club executives will not be granted.
- 1.26 The maximum a club can receive in club funding is \$50 per event for prizes and gifts.
- 1.27 All clubs hosting off-campus events must provide an attendance list including student name and student number in order to receive funding.
- 1.28 The maximum a club can receive in club funding is \$100 per event for media production equipment and material rentals (microphones, speakers, cameras, video cameras, mixing/editing software, etc.).
- 1.29 The maximum a club can receive in shipping and handling costs is \$25 per event.
- 1.30 The maximum a club can receive in room booking rentals is \$50 per event.
- 1.31 The maximum a club can receive in software/platform funding is \$50 the entire year.

2.0 Types of Funding

YFS ratified clubs can apply for four 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 up to \$200 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 applications are due on October 30 for the fall semester and February 28 for the Winter semester. Clubs ratified/renewed in the Fall semester cannot apply for Base Funding in the Winter 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 YFS Operations Policy #6 – Club Funding, 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. An exception to the 28-day rule will be made for the first Clubs Committee Meeting in the Fall term to account for events taking place over the summer. Clubs

approved for funding under \$200, will receive the full amount up front. However, receipts must still 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 itemized receipts of all expenses, and including proof of payment 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. Should the club fail to provide appropriate receipts to support their event after Pre-Event funding has been allotted, the club funding must be returned to the YFS via cash or cheque. Should the club fail to provide payment by the end of the YFS fiscal year (April 30), the club account will be flagged and future funding will be deducted by the amount owing.

All funding exceeding 50% of the event 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. Eligible Relief Funding expenses must still fall under the specifications of YFS Operations Policy #6 – Club Funding, 1.0 Terms of Funding. Each club may apply for Relief Funding once throughout the entire year.

2.4 Printing

All YFS ratified clubs are eligible for a \$125 printing credit to be used in the YFS Printing Resource Centre, as of May 1. Balances from previous years will not be carried over from one year to the next and expire on April 30.

Club printing credits can only be used for club printing purposes. Individual use printing is forbidden through club printing credits. Club printing credits can also only be used for printing in colour or black and white on regular letter, legal or tabloid paper. Laminating, binding, banner printing, cardstock, and other services of the Printing Resource Centre are not covered under the \$125 printing credit.

3.0 Application Process

- 3.1 YFS Club Funding Applications are available on the YFS Clubs website, www.yfsclubs.ca.
- 3.2 Applications for Pre-Event Funding must be received before the event with some approved exceptions.
- 3.3 The Club Funding Application shall include:
 - a) A detailed and completed YFS Online Club Funding Application;
 - b) A detailed financial statements including a budget with expenses and revenues; and
 - c) 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 Pre-Event Funding Applications should be submitted a minimum of a month before the event to guarantee consideration by the Clubs Committee. If the Pre-Event 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 occurs.
- 3.6 All clubs that have applied using the “Pre-Event 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 pre-event funding, and the Post-Event Funding Application is submitted later than 28-days after the event, the final 60% will not be released. Clubs that have been approved for less

than \$200 in club funding will receive the full amount up front. However, receipts must be submitted with the Post-Event Funding Application in order to remain a club in good standing with the YFS. Clubs must submit Post-Event funding applications within 28-days after the event. Applications submitted after 28-days will not be accepted, except during the first Clubs Committee Meeting in the Fall term.

- 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 and Glendon campuses.
- 3.9 Completed Club Funding Applications can only be submitted electronically from the YFS Clubs website, www.yfscubs.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 required 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 upon receiving an email confirmation from either the Clubs Services & Outreach Coordinator or the Clubs Assistant.
- 5.3 In order to be picked up, cheques must be signed for by a club 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 Clubs Services & Outreach Coordinator 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 the fiscal end of year (April 30) 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-up.