2021 DSU Emergency Bursary Terms of Reference

**Background:** The COVID-19 pandemic has affected the DSU budget and the financial concerns of our members. On December 3rd, 2020 the Vice President, Finance and Operations presented a revised budget to Council to be voted on at the following meeting on December 17th, 2020. The revised budget included an allocation of funds for the creation of a 2021 Emergency Bursary. This document outlines the terms governing this bursary.

**Name of Bursary:** 2021 DSU Emergency Bursary

**Funds Available:** The 2021 DSU Emergency Bursary consists of $40 000 to be distributed as eighty individual bursaries of $500. This money has been allocated from the DSU’s General Fund.

The first $20 000, or 40 bursaries, will be allocated in January and the subsequent $20 000, or 40 bursaries, will be allocated in February.

**Authority:** Applications will be reviewed and funds will be allocated by the Grants Committee. Normal procedures for approval of spending will apply as per the Financial Policy and Bylaws.

**Eligibility:** Any Dalhousie student experiencing a one-time financial emergency situation is eligible to apply for funding through this bursary.

Funds may not be used to pay tuition or for other academic expenses.

The status of the applicant’s application for other bursaries offered by the DSU or its Offices will not impact eligibility.
**Application:** Applications will be made using a web form available on the DSU website.

Applications must include:

- The applicant’s full name, student number, year of study, and Dalhousie email address;
- Proof of enrollment at Dalhousie University;
- The amount of funding sought through the bursary (a maximum of $500 may be sought);
- A description of the reason(s) for seeking bursary funding, specifically describing the circumstances causing emergency one-time financial need;
- A void cheque or direct deposit form;
- The amount of the applicant’s current financial need;
- The applicant’s personal budget and/or living expenses including other sources of income;

The application form will be developed by the Vice President, Finance and Operations and approved by the Grants Committee.

**Evaluation:** The Grants Committee will review applications in the order they are received. The Vice President, Finance and Operations, will remove identifying information from applications before they are circulated to the committee.

Applications that do not meet the eligibility requirements will be rejected.

The Committee will prioritize funding for those applicants whose financial need is most severe and who have the least access to other resources and supports.

Students may apply for more than one bursary through this program, but first-time applicants will be prioritized.

The Grants Committee may award the full amount requested or a part thereof.

**Timeline:** Applications for the bursary will open on or before January 6, 2021 and will close on February 15, 2021.

The Grants Committee will meet twice to review applications: once in January to review applications submitted on or before January 15, and once in February to review applications submitted on or before February 15.

The Vice President, Finance and Operations (or their designate) will update all applicants on the status of their application within ten (10) business days of the Grants Committee’s meeting to review applications.
Funds will be distributed to approved applicants via direct deposit according to the DSU’s internal accounting schedules and will be paid out as soon as possible following approval.

Advertisement and Promotion: The 2021 DSU Emergency Bursary will be promoted using all official DSU channels, including the newsletter, website, and social media.