Ad Hoc Emergency Housing Bursary

Terms of Reference

Name of Bursary: Ad Hoc Emergency Housing Bursary

Term: 2021 Fiscal Year

Background and Purpose: The housing crisis in Halifax / Kjipuktuk is deeply affecting our members in a number of ways, and particularly financially. This bursary will exist to support those students who are facing a one-time financial need associated with a housing situation, particularly those needs which are tied to equity and/or accessibility issues and particularly students whose financial need is most severe and who have the least access to other resources and supports.

On November 29, 2021 the Vice President, Finance and Operations presented a revised budget to Council to be voted on at the following meeting on December 13th, 2021. The revised budget included an allocation of funds for the creation of an Emergency Housing Bursary. This document, as well as the DSU Bursary Policy, outline the terms governing this bursary.

Funds Available: The Ad Hoc Emergency Housing Bursary consists of $10,000 to be distributed as twenty-five (25) individual bursaries of $400. This money has been allocated from the Bursary line of the Service department (line 6251 of department 112) in the revised Operating Budget.

Committee Membership: As per section 2.2 of the DSU Bursary Policy, applications will be reviewed and funds will be allocated by an ad hoc committee, hereby called the Ad Hoc Emergency Housing Bursary Committee. Normal procedures for approval of spending will apply as per the Financial Policy and Bylaws. Committee membership will be as follows:

- The DSU Vice-President, Academic and External (Chair)
- One (1) additional Executive Officer, as determined by the Executive Committee
- Two (2) members of DSU Council
- Two (2) Members at Large

Eligibility Criteria: Any Dalhousie student experiencing a one-time housing emergency situation is eligible to apply for funding through this bursary. No applicant may receive more than a total amount of four hundred ($400.00) through this bursary. The status of the applicant’s application for other bursaries offered by the DSU or its Offices will not impact eligibility.
Applicants must also meet the eligibility criteria outlined in sections 4.1-4.3 of the Bursary Policy.

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 $400 may be sought);
- A description of the reason(s) for seeking bursary funding, specifically describing the housing 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; and
- The applicant’s current income and/or other sources of financial aid.

Students may apply more than once if their initial application is rejected or if they only receive a portion of the total amount of funding available to them, but they may only receive a total of $400 through the Emergency Housing Bursary.

Assessment Criteria: The Ad Hoc Emergency Housing Bursary Committee will prioritize funding for those applicants who are experiencing a one-time financial need associated with a housing situation, particularly those needs which are tied to equity and/or accessibility issues. The Committee will also prioritize funding for those applicants whose financial need is most severe and who have the least access to other resources and supports, as stipulated in the Bursary Policy. The Committee will adhere to all further assessment criteria established in the DSU Bursary Policy.

Timeline: There will be two rounds of applications for this bursary, one in January/February and one in February/March. The Emergency Housing Bursary Committee will meet twice to review applications: once in February to review applications submitted on or before February 11, and once in March to review applications submitted on or before March 11. The Vice President, Academic and External (or their designate) will update all applicants on the status of their application within ten (10) business days of the 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 Ad Hoc Emergency Housing Bursary will be promoted using all official DSU channels, including the newsletter, website, and social media.