5. Club Funding

5.1. Funding Terms

5.1.1. Only UOSU-Recognized Clubs and Associations are eligible to apply for any sort of funding.

5.1.2. UOSU reserves the right to refuse any application and has the discretion to allocate funds to Clubs and Associations based on the needs presented.

5.1.3. Events or activities that are against law in Ottawa, Ontario or Canada will not be approved for funding under any circumstances.

5.1.4. Events that are discriminatory in nature as outline by the Ontario Human Rights Code, the Clubs Code, and the UOSU constitution will not be approved for funding.

5.1.5. UOSU will not issue funds to events and activities where the organizers, including the Club or Association executives, are projected, or expected to make a profit.

5.1.6. Events and activities for which the funding is being requested must have a target demographic comprised of at least 51% undergraduate and graduate students at the University of Ottawa.

5.1.7. Priority will be given to events and activities that are bilingual, accessible, including to persons with disabilities, and sustainable.

5.1.8. The following funding requests will NOT be considered for approval:
5.1.8.1. Funding requested for an event or activity that has the sole purpose of generating more revenue for the club or association,

5.1.8.2. Funding requested for the purpose of political campaigning, such as canvassing,

5.1.8.3. Funding requested for the purpose of purchasing apparel, merchandise, hosting executive bonding activities, providing food at meetings or similar items that solely benefit the members of the club or association.

5.1.8.4. Funding requested for the purpose of paying University of Ottawa students, faculty members or staff for their attendance or participation,

5.1.8.4.1. Fees for any guest speakers that are not University of Ottawa students, faculty members or staff are eligible for club funding,

5.1.8.5. Funding requested for a direct donation made to a separate organization or cause,

5.1.8.6. Funding requested for the purchasing of alcohol,

5.1.8.7. Funding requested solely for items that will be sold for a monetary value, such as merchandise.
5.1.8.8. An exception maybe be made if the request is proven to be essential to the Club’s or Association’s operations.

5.1.9. No requests for funding greater than the amount specified for each Tier in section 5.3 of the Clubs Code will be considered.

5.1.10. **Clubs** and **Associations** must have a bank account for their organization to accept funds.

5.1.10.1. Funds will be given as electronic transfers or as written cheques to the Club or Association.

5.1.11. All funding must be strictly used for the outlined purpose of the original application.

5.1.11.1. If there is an indication that the funds provided were used for purposes other than the ones outlined in the original funding application may mean a revoking of Recognized Club status for the Club or Association.

5.1.11.1.1. UOSU will request a refund of the misused amount of funding from the club or association executives.

5.1.11.2. The Club or Association may suggest an amendment to their original application at any time before spending the money and before the spending deadlines outlined in section 5.2.2 of the Clubs Code.

5.1.12. The **Student Services Committee** may postpone approval of an application and ask the Club or Association for more information.
5.1.12.1. The Club or Association will be given three (3) days to respond to the request.

5.1.13. Clubs and Associations must provide written receipts for all purchases made with the provided funding to the UOSU Student Services Committee by

5.1.13.1. September 10th for events hosted in and equipment purchased in the Summer/Spring semester.

5.1.13.2. January 10th for events hosted in and equipment purchased in the Fall semester.

5.1.13.3. June 10th for events hosted in and equipment purchased in the Winter semester.

5.1.14. If a Club or Association have had their official UOSU-Recognized Club or Association status revoked during the period of spending, they will be requested to return all unused funds.

5.1.15. UOSU Student Services Committee may choose to amend the dates in section 5.1.11 of the Clubs Code accordingly.

5.1.15.1. The amendments must be voted on by the UOSU Student Services Committee at least 14 days prior to the original date 14 days prior to the amended date, whichever occurs first.

5.1.16. For purchases exceeding $1000, the club or association will be required to provide three different quotes for the purchase and an indication of having picked the most cost-effective option.
5.1.17. For events, **Clubs** and **Associations** will be required to provide a list of attendees alongside their receipts.

5.1.18. All approved funding will be made publicly available with the names of the **Clubs** or **Associations** that received the funding as well as the amount.

5.1.18.1. **Clubs** or **Associations** that received $0 will not be made public.

5.1.18.2. An indication of the number of applications did not receive any funding will be made publicly available.

5.1.19. UOSU reserves the right to revoke funding based on updated information regarding the **Clubs Code** or new information acquired regarding the **Club** or **Association**, or the event.

5.2. Application Process

5.2.1. The application for club funding will be available on the **CVUO website** at cvuo.ca/resources/club-funding and in French at cvuo.ca/ressources/financement-des-clubs.

5.2.2. A different funding application will be open at the beginning of each semester.

5.2.2.1. The funding application for the Summer/Spring semester will open on June 1st and close on June 15th.

5.2.2.1.1. Applications made during the Summer/Spring semester may only be accepted if they cover events hosted
or materials purchased for use in the same Summer/Spring semester and/or the following Fall semester.

5.2.2.2. The funding application for the Fall semester will open on September 1st and close on September 15th.

5.2.2.2.1. Applications made during the Fall semester may only be accepted if they cover events hosted or materials purchased for use in the same Fall semester and/or the following Winter semester.

5.2.2.3. The funding application for the winter semester will be open on January 6th and close January 20th.

5.2.2.3.1. Applications made during the Winter semester may only be accepted if they cover events hosted or materials purchased for use in the same Winter semester and/or the following month of May for that year.

5.2.2.4. Any funding requested for materials and equipment for the club that will stay with the club for extended periods of time may be requested during either of the funding applications.

5.2.3. Each application will ask for the following information:

5.2.3.1. Club or association information, such as
5.2.3.1.1. Club or association name,
5.2.3.1.2. Club ID,
5.2.3.1.3. Club or Association Email,
5.2.3.1.4. At least one signing officer,
5.2.3.1.4.1. And their contact information,
5.2.3.2. Which Tier the Club or Association is applying for,
5.2.3.3. Requested amount of fund
5.2.3.3.1. The requested amount must be within the constraints of the Tier that the Club or Association is applying for.
5.2.3.4. Sources of revenue the Club or Association has apart from the UOSU Club Funding, such as levies and sponsorship.
5.2.3.5. A list of purchases for which the Club or Association is requesting funds for.
5.2.3.5.1. Estimated price of each purchase.
5.2.3.5.2. Information regarding usage and storage of each purchase.
5.2.3.6. For Events:
5.2.3.6.1. Event name,
5.2.3.6.2. Event date,
5.2.3.6.3. Target audience,
5.2.3.6.4. Target attendance
5.2.3.6.5. A detailed description of the event,
5.2.3.7. For materials and equipment:
5.2.3.7.1. Name of product(s),
5.2.3.7.2. A detailed description of the uses of the materials or equipment,
5.2.3.7.3. Where and how the materials or equipment will be used and stored.
5.2.4. All funding applications will be reviewed by the CVUO executives and the Clubs Coordinator for preliminary approval.
5.2.5. The funding applications will be reviewed by the UOSU Students Services Committee for a final approval.
5.2.5.1. The UOSU Student Services Committee will have full discretion on how the funds are allocated with the following constraints:
5.2.5.1.1. Funds may only be moved between Tiers if there is an abundance of funds compared to the number of applications in one Tier and an abundance of applications and limited funds in another Tier.
5.2.5.1.2. Funds may not be moved between Tiers if there is only a limited fund in one Tier and no abundance in either of the other Tiers.

5.2.5.1.3. Clubs or Associations that have not previously received funding from UOSU without a justified reason will be given priority.

5.2.5.1.4. Applications with more detailed budgets will be given priority.

5.2.5.1.4.1. A template will be available to Clubs and Associations to use as a guide.

5.2.5.2. In the case of a rejection of application or a partial approval, the UOSU Student Services Committee must provide the Club or Association with a written reason behind the decision.

5.3. Different types of funding

5.3.1. The club funding budget will be split into 3 subsections: Tier Emerald, Tier Ruby, and Tier Sapphire.

5.3.2. Clubs or Associations applying for funding under Tier Emerald will be required to request a maximum of $5000 and a minimum of $2500.
5.3.3. **Clubs or Associations** applying for funding under **Tier Ruby** will be required to request a maximum of $2499 and a minimum of $1000.

5.3.4. **Clubs or Associations** applying for funding under **Tier Sapphire** will be required to request a maximum of $999 and a minimum of $50.

5.3.5. The maximum and minimum amounts for each **Tier** may be changed by the **UOSU Student Services Committee** depending on UOSU budget constraints through a simple majority vote.

5.3.5.1. The changes may only take place if they are voted at least 14 days before the opening of the application period of each semester.