



Grants and Bursaries

OF THE

ALMA MATER SOCIETY

OF QUEEN'S UNIVERSITY

Responsibility	Vice-President of University Affairs
Approved by	Assembly
Date initially approved	November 4, 2024
Date last revised	September 16, 2025

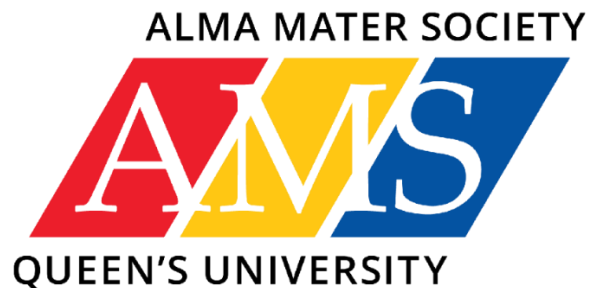


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Land Acknowledgement

We acknowledge that we are on the traditional lands of the Anishinaabe and Haudenosaunee peoples, known as Katarokwi, or colonially as “Kingston.” The Alma Mater Society at Queen’s University seeks to recognize the importance of these lands to the Indigenous peoples who have existed since time immemorial. The unjust acquisition of these lands occurred through the Crawford Purchase of 1783, a land treaty upheld by the First Peoples but later undermined by the British Crown and the “Canadian” government. This history of numerous broken promises and treaties continues to impact Indigenous communities today.

As settlers on this land, we acknowledge our continued benefit from systemic structures that marginalize Indigenous peoples. Recognizing systemic oppression, it is our duty to actively listen to and amplify Indigenous voices, addressing both past and ongoing injustices for meaningful, positive change. We are grateful to these lands for sustaining us and giving us the gift of life. This acknowledgment is a call to action, committing us to understand and respect the history and ongoing struggles of Indigenous peoples. We recognize that words alone are not enough; our actions must reflect our commitment to justice and reconciliation.

Purpose

The purpose of this policy is to provide direction regarding AMS awards, grants and bursaries, and the creation of Committees, procedures to follow and guidelines for selection. This document provides a clear and concise set of rules to be used for Committees through the process. The policy ensures that all members of the AMS have a consistent and accessible reference document to consult for awards. This policy has been established to provide transparency to students and community members.

Terminology

1. **Constitution:** Refers the Constitution of the Alma Mater Society
2. **Student:** Refers to an individual enrolled at Queen’s University, who is considered a member of the Alma Mater Society, and has paid the full slate of mandatory fees in the year they are nominated or apply for an award, grant or bursary.
3. **Queen’s Community:** Members of the Queen’s Community include any student, alumni, staff, faculty, co-workers, supervisors and members of the public who have an interest in the University.
4. **University:** Refers to Queen’s University at Kingston, Ontario.

5. **Bursary:** is a sum of money that is given to a student or a student group with the intent to subsidize costs related to the mandate of the bursary. Bursaries normally given on a need-basis, and with the intent of improving the financial accessibility of campus events, resources or student life. Bursary applications are treated with the highest level of confidentiality, and the names of recipients and values of the bursaries are not released at any point and for any reason. Such information is normally only accessible by members of the selection committee, the AMS Accounting Department for purposes of depositing the funds; and the AMS Secretariat if needed to enforce this policy.
6. **Grants:** are a sum of money that is given to support the development of a project or initiative on campus. Grants are established with the intent of enhancing student life and opportunities on-campus. The names of grant recipients are not confidential, and it is understood that grant recipients spend student funds and thus incur a responsibility for a responsible use of student funds. Commissions are required to assess the impact of grants on an on-going basis, and the names of grant recipients as well as the intended use may be made public or released to the AMS Assembly.

Timelines

1. **Academic Year:** Refers to the period of time covering the Fall and Winter terms.
2. **Fall Term:** Refers to the academic term between September and December, as defined by the Office of the University Registrar.
3. **Reading Week:** Refers to the one (1) break that normally occurs in October and February, in which all classes are cancelled. The dates are set and defined by the Office of the University Registrar.
4. **Winter Term:** Refers to the academic term between January and April, as defined by the Office of the University Registrar.

Persons

5. **Applicant:** Refers to a person or group who has applied for a grant or a bursary.
6. **Recipient:** Refers to a recipient of a grant, or bursary.

Policy Statement

AMS Grants and Bursaries are an integral facet of the Queen's Community, established to improve the financial accessibility of campus life, and events for students and student groups. The AMS is committed to ensuring all aspects of the selection process is open and transparent for all students, duly ensuring sustainable governance and operations. This policy provides the necessary information of the process of selections for grants and bursaries. This policy also establishes the commitment of the AMS in giving back to the community and supporting students.

Scope

This policy applies to all grants and bursaries which are named and included in this policy. This policy covers the entire process and procedures of grants and bursaries selection, including formation of Committees, terms of reference, information retention, announcement, delivery of grants and bursaries, and designations. This policy works in tandem with the *Appointment Policy* of the Society to manage conflicts of interests that may arise from time to time.

Roles and Responsibilities

Vice President of University Affairs (“VPUA”): The VPUA is ultimately responsible for the implementation of this policy, and ensuring that Commissioners are aware of this policy, and include its requirements in their goal plan and budget for the upcoming year. The VPUA must ensure that the listed grants and bursaries have adequate allocations, to be included in the budgets of commissioners; and monitor the commissioners for compliance with this policy.

Commissioners: Commissioners are responsible for the preparation of application forms for grants and bursaries administered by their respective commissions, for review of the submitted applications, and for full engagement with the selection process as required by this policy. Commissioners should become familiar with this policy, and ensure their staff are properly trained to maintain confidentiality as required.

Secretary of Internal Affairs (“Secretariat”): Anytime a new bursary or grant is created, the AMS Secretariat supports the VPUA in adding the terms of references into this policy to ensure consistency. Further, the AMS Secretariat, with the support of the Information Officer, may provide guidance and recommendations to the VPUA on record management, and confidentiality. Concerns relating to this policy that are not resolved by the VPUA may be directed to the Secretariat, who, within the scope of their role, has the authority to direct all involved parties to comply with this policy as needed.

AMS Members-at-large: Students at large should read and participate in grant and bursaries and submit applications on a timely manner.

Part A: General Principles

Section 1: Jurisdiction

AMS Executive

1. The AMS Executive have full jurisdiction over the financial allocations to grants and bursaries under this policy; an authority which is subject to limitations outlined in the AMS Constitution and AMS Corporate Bylaws.
2. The Vice President of University Affairs may approve deviations from timelines outlined in this policy as needed. While the AMS Assembly is not required to approve such deviations, in the event that there are concerns with the timeline implemented, the AMS Assembly reserves the right to direct the Vice President of University Affairs to comply with this policy and/or establish new timelines. All timelines set by Commissioners are subject to approval from the Vice President of University Affairs.
3. Creation of new grants or bursaries, require the approval of the AMS Executive prior to the terms of reference becoming effective and a part of this policy. Except where the grant or bursary was created and approved by September Assembly meeting of the current academic year, the first cycle of a new grant or bursary must be the academic year subsequent to when the grant or bursary was created and approved by Assembly.

Suspension of a Grant or Bursary

4. The AMS Assembly may vote to suspend any grant or bursary for a given academic year without the need to remove mentions of the specific award, grant or bursary from this policy. The suspension must be approved no later than the September meeting of Assembly and will be valid until April 30th of the academic year in which a motion to suspend is approved.
5. Suspensions may not occur once the nomination period has been opened, and at least one (1) nomination or application has been received.

Appeals of a Decision by the Selection Committee

6. A decision of the Selection Committee pertaining to any grant or bursary is final. Minor procedural/operational deviations from this policy do not generally invalidate the selections made by the Committee. However, every nominee and applicant have the right to direct concerns about the fair administration of this policy to the Secretariat.
7. **Secretariat:** The Alma Mater Society is committed to providing students with fair and transparent processes. To achieve this commitment, the AMS Secretariat is

empowered to take any steps necessary to direct compliance with this policy. This includes but is not limited to, limiting access to records, ensuring that records can only be access by the permissible individuals, and may require the reassessment of all decisions made for a specific bursary. The AMS Secretariat may also, if there are concerns, act as a non-voting observer during the decision making of a committee or direct the Chief Governance Officer to do so. The AMS Secretariat (or delegate) may not, at any point, make a decision on how funds are allocated or the recipients they are disbursed to. The scope of the Secretariat's involvement is limited to ensuring procedural fairness has been upheld, and to address conflicts of interest. Lastly, in the event of repeated procedural violations or serious concerns about a member of a bursary committee, the AMS Secretariat make require that substitutions be made. At the discretion of the Secretariat, formal proceedings following the *Appointments Policy* or *Judicial Policy* may be initiated. The Secretariat is considered to be the case officer, as defined under the policies unless this responsibility is explicitly delegated to the Chief Governance Officer or Judicial Affairs Office.

8. **Outcome:** Decisions of the Secretariat are not subject to appeal. The Secretariat must, while balancing confidentiality with transparency, report to the AMS Assembly on any actions or steps taken; particularly if a committee is required to reassess all applications.

Section 2: General Principles for Bursaries

1. **Record Management:** Bursary applications can only be accessed by members of the selection committees. All applications for an academic year should be destroyed by April 30 with the support of the Information Officer. The AMS Secretariat may access to applications for purposes of directing compliance.
2. **Confidentiality of Recipients:** The names and information of bursary recipients should remain strictly confidential. Only members of the selection committee are privy to such information, in their capacity as decision-makers of the committee; as well as the AMS Accounting Department for purposes of depositing the funds. From time to time, the AMS Secretariat (or delegate) may also be privy to this information. Access should not be granted to any other individual and under any circumstance.
3. **Conflicts of Interest:** Members of the committee are required to disclose any conflicts of interests, following the categories outlined in the *Appointments Policy*, during all committee meetings. Disclosures (of the category) must be noted in the final decision of the committee and stored appropriately. If members are not sure, they may consult with the Secretariat for further guidance.

Section 3: General Principles for Grants

1. **Record Management:** Grant applications may be accessed by members of the selection committees, and Office of the AMS Secretariat. All applications for an academic year should be destroyed by April 30 with the support of the Information Officer.
2. **Confidentiality of Recipients:** The names and information of grant recipients will be forwarded to the AMS Secretariat (or delegate) and may be made public via the Assembly reports of commissioners that administer grants, via the AMS website, or via impact reports released by commissioners on the impact of the grants. The names and information of unsuccessful applicants will remain strictly confidential; however, aggregate data may be released for purposes of transparency.
3. **Committee Meetings:** At the discretion of the Secretariat or at the direction of the Vice President of University Affairs, the Chief Governance Officer may be a non-voting observer of committee meetings.
4. **Conflicts of Interest:** Members of the committee are required to disclose any conflicts of interests, following the procedures outlined in the *Appointments Policy*, during and prior to all committee meetings to the Chief Governance Officer. Disclosures (of the category) must be noted in the final decision of the committee, as stored with the Office of the Secretariat. If members are not sure, they may consult with the Chief Governance Officer for further guidance.

Section 4: Interpretation

1. Unless stated otherwise, the term “student” refers to a person enrolled at Queen’s University, who qualified for membership in the Alma Mater Society as defined by the Constitution and who has paid the full slate of mandatory fees in the year they apply for a grant or bursary.
2. Unless stated otherwise, students are eligible to become recipients of more than one award, grant or bursary in any given academic year. In other words, becoming a recipient for an award, grant or bursary does not disqualify a student’s application or nomination for another award, grant or bursary.
3. Unless stated otherwise, all awards will be presented at the Annual Awards Gala by the Executive on the Selection Committee. Where possible, the name(s) of all awardees will be made public, and added to a plaque to be displayed in the AMS offices, website and social media. As such, unless stated otherwise, all award selections must be complete by April 1st of each academic year.
4. Unless stated otherwise, marketing for these grants must go out on AMS social media no later than one week before the opening of the application period each semester.

5. All awards, grants and bursaries the information provided in the nominations and applications will form the backbone of the information to be used by the Committee in making their decision. The Selection Criteria may offer further guidance on the selection, but regardless, nominations and applications will be assessed holistically.

Part B: Bursaries

Section 1: AMS Student Graduation Bursary

1. Purpose and Description

- a. The purpose of the Student Graduation Bursary is to enhance financial accessibility for all AMS student members attending convocation. The Bursary is designed to subsidize, partially or in full, costs associated with participating in the Convocation where a graduating student would otherwise be unable to participate for reasons relating to financial hardship.

2. Eligibility Requirements

- a. Applicants must be students graduating the year of the application and demonstrate financial need.

3. Application Process

- a. Undergraduate students must follow the following steps to apply:
 - i. Apply and be awarded the graduation status on SOLUS.
 - ii. Submit the application form available on the AMS website, which may include but is not limited to:
 1. The amount requested, and explanation of the associated costs the student incurs for graduation.
 2. Information that demonstrates their financial need
 3. Receipt submission to verify expense spending.

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. Campus Affairs Commissioner (Chair)
 - ii. Vice President of University Affairs
- b. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Social Issues Commissioner (Internal)
 - ii. Social Issues Commissioner (External)

5. Timeline

- a. This bursary must be suitably advertised in advance of the deadline of June 30th of the respective graduating year. Marketing for the grant must go out on AMS social media no later than one week before the opening of the

application period each year. There will be only one application periods, deliberations periods, and disbursements, annually.

- b. The application period begins the first week of June and ends on June 30th. The Committee will deliberate for one week. Upon the final deliberations, the disbursement of funds will finish no later than the second Monday of July.

6. Consideration and Selection Criteria

- a. Funding will be determined based on the quality of the application, demonstration of financial need, and benefit to applicant's student gradation experience.

7. Further Notes

- a. The maximum value of this bursary is \$250 which will be deposited to the recipient's bank account.
- b. This bursary is administered by the Campus Affairs Commission.

Section 2: International Student Bursary

1. Purpose and Description

- a. The purpose of the International Student Bursary is to enhance the financial accessibility of student life for undergraduate international students who are members of the AMS. The bursary is designed to support in any need of student life that an international student may struggle to meet due to financial hardship. This bursary does not intend to fund large institutional costs (ex. residence costs or tuition).

2. Eligibility Requirements

- a. Any international student who is considered a member of the Alma Mater Society and who has paid the AMS membership fee in the year of the application.
- b. Applicants must be enrolled in a minimum of 60% course load (15 credits/ 3 courses or more) and is in good academic standing as defined by their program.
- c. Applicants must be currently residing for study in Kingston.

3. Application Process

- a. Applicants must provide the following information:
 - i. Why they have applied for the bursary
 - ii. Information that demonstrates their financial need

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. The Campus Affairs Commissioner (Chair)
 - ii. The Vice President (University Affairs),
 - iii. The Deputy of International Affairs

- b. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Social Issues Commissioner (Internal)
 - ii. Social Issues Commissioner (External)
- 5. **Timeline**
 - a. The deadline for the application is during the final week of November.
 - b. If permitting, this bursary will open again for the Winter term.
- 6. **Considerations and Selection Criteria**
 - a. Applicants must demonstrate financial need
- 7. **Further notes**
 - a. The maximum value of this bursary is \$400, which will be deposited in the bank account of the recipient.
 - b. Applicants will be able to apply to this bursary once every term. Priority will be given to first time applicants.
 - c. This bursary is administered by the Campus Affairs Commission

Section 3: Student Experience Bursary

- 1. **Purpose and Description**
 - a. The Student Experience Bursary reduces financial barriers by subsidizing eligible event related fees to enable AMS Members to participate in events that:
 - i. Are run by AMS ratified clubs;
 - ii. Are run by Faculty Societies; or
 - iii. Are designated as eligible for this bursary by the Campus Affairs Commissioner and the Vice President of University Affairs.
 - b. The Campus Affairs Commissioner shall publish eligible events on the AMS website and, as appropriate, through other official AMS channels.
 - c. The Student Experience Bursary may subsidize, in whole or in part, fees required to attend an eligible event where the applicant would otherwise be unable to participate due to financial hardship.
- 2. **Eligibility Requirements**
 - a. Any student who is considered a member of the Alma Mater Society and who has paid the AMS membership fee in the year of the application.
- 3. **Application Process**
 - a. Applicants must fill out the following information:
 - i. Information about the organizers of the event, and the date(s)
 - ii. A description of the event, and affiliated costs.

- iii. Information that demonstrates your financial need including special circumstances that you feel are relevant.
- iv. Funding requested from the total ticket price: 25%, 50%, 75% or 100%.

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. Commissioner of Campus Affairs (Chair)
 - ii. Vice President of University Affairs.
- b. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Social Issues Commissioner (Internal)
 - ii. Social Issues Commissioner (External)

5. Timeline

- a. The application form for this bursary must be submitted at least two weeks before the specified event to which you are applying for a bursary.
- b. This bursary is presented on a rolling basis.

6. Considerations and Selection Criteria

- a. Funding will be determined based on the quality of the application, demonstration of financial need, and benefit to applicant's student experience.

7. Further Notes

- a. The maximum value of this bursary is \$100, which will be deposited in the recipient's bank account.
- b. This bursary is administered by the Campus Affairs Commission.

Section 4: Clubs Media and Promotion Bursary

1. Purpose and Description

- a. The Club's Media and Promotion Bursary Program is intended to provide support to AMS ratified clubs who wish to increase their engagement and outreach through promotion and media. The bursary is designed to provide a flat rate amount of twenty dollars (\$20) to clubs to help cover a ratified club's marketing costs through an all-year application cycle.
- b. Advertisements/postings of the Clubs Media and Promotion Bursary shall be released on all Clubs Commission communication channels and shall be accessible to apply throughout the year. The flat rate that an individual may receive from this bursary will be twenty dollars (\$20).

2. Eligibility Requirements

- a. The club shall be an AMS ratified student club, except those directly associated with registered political parties or external companies (not including Queen's associated charitable groups).
 - b. The club shall have a registered clubs bank account.
- 3. **Application Process**
 - a. The club shall submit a bank statement from the same month as the submission of the application. The club must submit an ETF form and full-year budget for the current academic year of application submission.
- 4. **Selection Committee**
 - a. The Selection Committee will include the following:
 - i. Assistant Commissioner of Clubs (Chair)
 - ii. Commissioner of Clubs
 - iii. Vice President of University.
 - c. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Campus Affairs Commissioner
 - ii. Environmental Sustainability Commissioner
- 5. **Considerations and Selection Criteria**
 - a. The club shall demonstrate a need for increased engagement with Queen's students and an effort to raise other funds. No club should rely solely on this bursary for promotion funds.
- 6. **Further Notes**
 - a. Bursary results are released and sent to applicants via registered club's email.
 - b. The club shall submit a report form within thirty (30) days of spending the funds. If a club does not submit a report form, the club will be ineligible to apply for the time up until the submission of a complete report.
 - c. The club must spend all disbursed grant allocations prior to the end of the academic semester they were allocated in.
 - d. This bursary is administered by the Clubs Commission

Part C: Grants

Section 1: Mylsabel Grant

1. Purpose and Description

- b. The Mylsabel Grant was created to provide groups on campus the chance to use the facilities at the Isabel Bader Centre for Performing Arts (IBCPA) without an associated cost.

2. Eligibility Requirements

- a. Any student who is considered a member of the Alma Mater Society and who has paid the AMS membership fee in the year of the application.
- b. Groups must be affiliated and ratified by the AMS or a Member Society as defined by the AMS Constitution or respective constitutions of Member Societies.
- c. The event and event related activities shall be non-profit.

3. Application Process

- a. Applicants must provide evidence of financial plans in the form of a projected budget.
- b. Applicants must specify any requested or received funding from AMS or non-AMS sources.
- c. Applicants must answer the following questions:
- d. What event/idea/project do you want to run? Please include your proposed name, location, date, and time for it, and a detailed description.
- e. Who will organize and execute the event/idea/project?
- f. How will this event/idea/project serve the interests of the student community and contribute to campus life?
- g. What grant amount are you requesting? Please include a detailed breakdown of how it will be spent.
- h. If you have requested or received funding for this event/idea/project from any non-AMS sources, please list them.

4. Selection Committee

- a. The Mylsabel Grant Selection Committee will include the following:
 - i. Campus Affairs Commissioner (Chair)
 - ii. Representative from the Isabel Bader Center
 - iii. Commissioner of Clubs
- b. In the event of a vacancy or a conflict of interest, substitutions will occur in the order outlined below:
 - i. Vice President of University Affairs.
 - ii. Commissioner of Social Issues (External)
 - iii. Commissioner of Social Issues (Internal)
- c. The selection process starts with the marking of applications by the AMS, followed by a decision from the AMS.

- d. The AMS-approved application is then sent over to Isabel Bader Center, who has deciding authority based on whether the proposed event can fit within the restraints of the Center.
5. **Timeline:**
- a. This grant is approved on a rolling basis.
6. **Considerations and Selection Criteria:**
- a. Priority shall be given to event ideas that are innovative, likely to engage students and generally thought to enhance the quality and diversity of campus life.
 - b. Events that may link to the broader Kingston community may be considered.
 - c. Priority will be given to new events and to clubs which have not received this grant in the past.
7. **Further Notes:**
- a. The Isabel Bader Center agrees to provide four awarded events - one use each of the Isabel for a 4-hour call free of charge, with dates to be organized based on availability.
 - i. Any further use (outside of granted usage) is to be charged at the discounted internal Queen's rate. It is understood that October, November, February and March periods typically have low availability.
 - b. The IBCPA will meet with the selected grant recipients to provide cost estimates for their event needs and specifications.
 - c. The AMS agrees to provide 50% of the IBCPA determined staffing costs to a maximum of \$700.00 per grantee. This fee will be paid directly to the IBCPA and reflected on the event invoice received from the IBCPA.
 - d. The applicants successful in securing venue services are responsible for all other event costs, including but not limited to; the Front of House, Back of House, Food and Beverage, Stucons, etc.
 - e. It is understood that it is the responsibility of the selected AMS group to do its own marketing and financing of the event, and that they are responsible for covering any financial losses due to cancellations, circumstances such as lower than expected attendance, and ticket sales within 60-days of receipt of invoice.
 - f. Awarded AMS clubs agree to acknowledge receipt of the AMS/MyIsabel grant on all event marketing materials and provide examples of these materials and audience measures to the Isabel following their event.
 - g. This grant is administered by the Campus Affairs Commission.

Section 2: ORT-CAC Equity Grant

1. Purpose and Description

- a. The ORT-CAC Equity Grant exists to promote the fostering of an anti-oppressive and safe environment during Orientation Week
- b. The ORT-CAC Equity Grant exists to support Queen's faculties during Orientation Week planning by mitigating any financial barriers faced when creating their respective budgets.
- c. This grant will provide financial aid to various faculties working with Orientation Roundtable (ORT) and will supplement budgets allocated specifically to equity-related events highlighting equity-deserving groups and topics during the Orientation period.

2. Eligibility Requirements

- a. Any Orientation Planning Group affiliated with a Member Society is eligible to apply for this grant.
- b. Only one (1) application may be submitted per application cycle.

3. Application Process

- a. Any Orientation Planning Group at the University may submit an application.
- b. Orientation Planning Groups must answer questions that will provide information into the following:
 - i. A description of the proposed event or initiative, including its duration, the estimated number of hours to be dedicated, and its anticipated impact on students during Orientation Week.
 - ii. The proposed budget with the comprehensive breakdown of what expenses the grant will cover, including the amounts of funding requested.
 - iii. A summary of the faculty or Orientation Planning Group's fundraising plans, including the projected amount to be raised.
 - iv. A complete and detailed budget from the previous orientation period for your faculty or Orientation Planning Group.
 - v. Agreement to produce a detailed report within three months of receiving funding if the application is successful.

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. Orientation Roundtable Equity Director (Chair)
 - ii. Campus Affairs Commissioner
 - iii. Orientation Roundtable Coordinator
- b. In the event of a vacancy or conflicts of interest, the following members, in this order, will fill their place:

- i. Any Orientation Roundtable Director
- ii. A member of AMS Executive

5. Timeline

- a. Applications for this grant will be sent out to all Faculty and Orientation Planning Group Heads and will be posted on the AMS website page at the beginning of the Summer Semester (by end of May).
- b. The application deadline will be around the beginning of July (tentative based on faculty orientation budget submission timelines).
- c. The faculties selected to receive this grant will be informed by the end of July

6. Considerations and Selection Criteria

- a. Selection will be based on the following criteria:
 - i. The extent to which equity considerations are integrated into the event or initiative.
 - ii. The proposed use of funds, with preference given to groups that demonstrate financial need.

7. Further Notes

- a. All marketing regarding this bursary must be created with accessibility in mind, and follow accessible standards including captioning of videos, and text descriptions of graphics.
- b. If funding is allocated to a faculty, Orientation Planning Group, or committee for an event or initiative that will be advertised physically or on social media, the group must disclose that some or all of the funding was provided by the Campus Affairs Commission.
- c. Prior to the allocation of funds, the Vice President of University Affairs will review the chosen applications.
- d. This grant is administered by the Campus Affairs Commission.

Section 3: Sustainability Action Fund (SAF)

1. Purpose and Description

- a. The Sustainable Action Fund (SAF) seeks to improve and promote sustainability at Queen's by providing funding to relevant events and initiatives.
- b. This fund has been granted to a variety of initiatives including conferences, a greenhouse, a residence composting initiative, and a secure bike storage facility.

2. Eligibility Requirements

- a. Project proposals shall be submitted by students, staff, administrators, or faculty, provided that at least one undergraduate student is involved in the project in a managerial capacity.
- b. Projects shall directly address environmental sustainability on the Queen's University campus, or in the capacity that on-campus activities influence sustainability off-campus. Projects should have a clearly defined, measurable, and quantifiable outcome. Projects should have publicity, education, or outreach components to engage students.
- c. SAF funding shall not be allocated to projects already mandated by law or by Queen's University policy directive, as Queen's University is already obligated to allocate funds towards such projects.

3. Application Procedure

- a. Applications will require the following general information:
 - i. The proposed budget and amount of funds requested.
 - ii. Description of the project, its desired objectives, and why it is important to carry out including timeline of the project.
 - iii. How the project will advance the goals of environmental, social and economic sustainability of the University.
 - iv. The risks and challenges involved, and how the project will mitigate these issues.

4. Selection Committee

- a. Selection will be made by the *Environmental Action Selection Committee*, following the same procedures as *Award Policy*. The Chief Governance Officer acts as a non-voting observer of this Committee.

5. Timeline

- a. Applications are open three times a year.
 - i. Fall: a 20-day period from mid-September to early October.
 - ii. Winter: a 20-day period from early November to late November.
 - iii. Spring: a 20-day period from late January to early February.
- b. Results of recipients for each cycle of funding should be finalized 15 days after the application closes. Results should be released within 1 week of decisions being made.

6. Considerations and Selection Criteria

- a. Preference will be given to projects that will have major tangible impacts or meet significant unmet needs in the Queen's Community.

- b. Preference will be given to applicants who demonstrate a high degree of creativity and innovation, with an emphasis on changing the 'culture' towards environmental stewardship.
- c. Preference will be given to projects with a strong student participation and leadership component.
- d. Preference will be given to projects that address the environmental, social, and economic aspects of sustainability, environmental, and climate issues in a holistic and intersectional manner.
- e. Preference will be given to projects that are the most feasible and well-planned.
- f. The Committee will look for the following in projects:
 - i. Breadth and ambition
 - ii. Impact
 - iii. Ability to meet currently unmet needs or address a gap in existing available initiatives
 - iv. Responsible and strategic use of funds and resources
 - v. Feasibility, thoughtfulness, planning, and risk awareness of the project
 - vi. Potential for student engagement, leadership, and involvement
 - vii. A holistic and intersectional understanding of sustainability and environmental/climate justice, including the needs of equity-deserving communities.

7. Further Notes

- a. There is no set limit or number of Sustainability Action Fund(s) disbursed in any given year. Allocations are determined by the total funds raised through the Sustainability Action Fund optional fee.
- b. Funds will be deposited in the bank account of the group which is a recipient.
- c. There is no limit on how many times a group may receive or apply for this fund.
- d. This fund is administered by the Commission for Environmental Sustainability.

Section 4: Black History and Futures Month Grant

1. Purpose and Description

- a. The Black History and Futures Month Grant that aims to take a step towards recognizing anti-Black racism at Queen's. The grant hopes to provide tangible support for Black student groups on campus and for Black History and Futures Month programming and events.

2. Eligibility Requirements

- a. To be eligible, the celebration, education or advocacy around Black identities and Blackness must be at the core of the applying organization's mandate, with goals to provide inclusive Black History and Futures Month programming.
- b. Any student group may apply once per term.

3. Application Process

- a. Applicants must answer questions that will provide insight on the following:
 - i. Organization mandate, guiding values and principles.
 - ii. How Queen's students are involved and how the organization serves the Queen's Community.
 - iii. Description of the proposed project, its target audience, and how it creates a safer and more accountable space for Black students on-campus and how it demonstrates commitment to combating anti-Black racism?
 - iv. The proposed budget of the project, and amount of funds requested.
 - v. Agreement to produce a detailed report within six months of receiving funding if the application is successful.

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. The Commissioner of Social Issues External (Chair)
 - ii. The Black Initiatives Coordinator
 - iii. The two (2) leads of the Committee towards Racial, Ethnic, and Cultural Inclusion ("REC")
 - iv. A representative from the Queen's Black Clubs Caucus
- b. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. The Social Issues Commissioner (Internal)
 - ii. Another supervisor in the Social Issues Commission
 - iii. Another AMS Commissioner
- c. The Selection Committee may also include representatives from the following, if shown interest:
 - i. Associate Director Human Rights Advisory Services
 - ii. Inclusion and Anti-Racism Advisor at the Human Rights and Equity Office of Queen's University
 - iii. Associate Vice-Principal (Humans Rights, Equity, and Inclusion)
 - iv. Professor and Queen's National Scholar Chair in Black Studies

- v. The Yellow House Student Centre for Equity and Inclusion.
 - d. At least one (1) member of the Committee must identify as Black.
 - e. At least two (2) members of the Committee must identify as people of colour.
- 5. Considerations and Selection Criteria**
- a. The information provided in the application will form the backbone of the information to be used by the Committee in making their decision, and how the applicants meet the goals, purpose and eligibility of the grant.
 - b. Preference will be given to applicants that call for the celebration, education or advocacy around Black identities and Blackness.
- 6. Further Notes**
- a. All marketing regarding this bursary must be created with accessibility in mind, and follow accessible standards including captioning of videos, and text descriptions of graphics.
 - b. Applying for other equity-based bursaries does not disqualify the applicant from applying for club grants.
 - c. If funding is allocated for a student group for an initiative that will be advertised physically or on social media, the student group should disclose that some or all of the funding for the initiative was provided by the Social Issues Commission (whichever of “some” or “all” applies).
 - d. This grant is administered by the Social Issues Commission.

Section 5: Equity Grants

- 1. Purpose and Description**
 - a. Equity grants are provided to promote the fostering of an anti-oppressive and safe environment in the Queen’s Community.
 - b. Equity grants are aimed to provide financial support for students who engage in equity and advocacy work.
- 2. Eligibility Requirements**
 - a. Any equity clubs on campus that are doing equity work are eligible to apply.
 - b. Students/ student groups may apply once per term.
- 3. Application Process**
 - a. Applicants must answer questions that will provide information into the following:
 - i. Information about the group’s involvement with social justice, anti-oppression work, and student activism on/off campus; including information on the mandate, core values and mission of the group.

- ii. Description of the proposed project, its target audience, duration of the work and estimated amount of time (hours) dedicated; and how the work impacts the Queen's Community.
- iii. The proposed budget of the project and amounts of funds requested.

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. The Social Issues Commissioner (External)
 - ii. Two Equity representative from a Member Society in the following order of preference:
 - 1. Direct Report of Executives responsible for Equity
 - 2. Executive
 - 3. A different direct report of Executives
 - iii. One (1) of the Committee towards Racial, Ethnic, and Cultural Inclusion ("REC") leads.
 - iv. Two (2) supervisors from the Social Issues Commission.
- b. In the event of a vacancy or conflicts of interest, substitution will occur by the order outlined below:
 - i. The Commissioner of Social Issues Internal (Chair)
 - ii. Two (2) supervisors in the Social Issues Commission
 - iii. Another AMS Commissioner
- c. At least two (2) members of the Committee must identify as women.
- d. At least two (2) members of the Committee must identify as queer, trans and/or people of colour.

5. Considerations and Selection Criteria

- a. Selection will be based on the following criteria:
 - i. How the organization serves the community of the University.
 - ii. How equity and social justice are being taken into consideration in the project.
 - iii. How funds will be used. Preference will be given to groups that demonstrate financial need.

6. Further Notes

- a. All marketing regarding this bursary must be created with accessibility in mind, and follow accessible standards including captioning of videos, and text descriptions of graphics.
- b. Applying for other equity-based bursaries does not disqualify the applicant from applying for club grants.

- c. If funding is allocated for a student group for an initiative that will be advertised physically or on social media, the student group shall disclose that some or all of the funding for the initiative was provided by the SIC (whichever of “some” or “all” applies).
- d. This grant is administered by the Social Issues Commission.

Section 6: New Club Grant

1. Purpose and Description:

- a. The New Clubs Grant is intended to provide initial assistance for new clubs ratified within the granting period. This grant is in place to aid with the financial barriers that new groups face. This will encourage new groups to grow their presence on campus. This grant should not be relied on for full financial support, but rather assistance. The maximum funding that a club may receive from this grant will be one-hundred dollars (\$100).

2. Eligibility Requirements

- a. The club will be a newly Queen’s-affiliated student club and AMS ratified, except those directly associated with the registered political parties or external companies (not including Queen’s associated charitable groups).
- b. The club must have a registered club bank account set up or are in the process of opening a registered club bank account in the name of the club at the time of submitting their application. The club must have the bank account open, have the information submitted to the Commission, and an Electronic Transfer Form (ETF) sent to the Commission to receive the disbursement if the newly ratified club receives the grant.
- c. The club may only receive this grant once after ratifying as a Ratified club and can only apply for the grant in the round that occurs within the same semester as the club being ratified. Should the club not apply within that semester; the grant become ineligible for the newly ratified club.

3. Application Process

- a. The club will receive communication through the clubs newsletter for completing the application, needed documentation, and the deadlines and relevant dates associated with the grant.
- b. If a club is not able to spend the allocated funds within the academic semester for the specified expenditure, the club must communicate with the Commission of Clubs to discuss expenditure contingencies for the allocation.

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. Commissioner of Clubs (Chair)
 - ii. Assistant Commissioner of Clubs
 - iii. Vice President of University Affairs
 - b. In the event of a vacancy or conflicts of interest, substitution will occur by the order outlined below:
 - i. Campus Affairs Commissioner
 - ii. Environmental Sustainability Commissioner
- 5. Considerations and Selection Criteria**
- a. The club must demonstrate an effort or plan to raise funds or have other sources of funding.
- 6. Further Notes**
- a. The club will receive a direct deposit to the registered club bank account within two weeks of receiving grant results which are sent to applicants via email.
 - b. The club shall submit a report form within thirty (30) days of spending the funds. The report must contain proper receipts of expenditures made with granted funds.
 - c. The dates of spending the funds shall be determined as by what's outlined in the club's application or by the end of the semester allocated whichever is first. Upon passing this deadline club's will be considered as having an outstanding report(s).
 - d. If a club does not accept funds or submit a report form, the club will be ineligible to apply for the remaining granting periods of that given academic year.
 - e. The club must spend all disbursed grant allocations prior to the end of the academic semester they were allocated in.
 - f. Any improper use of the money as specified by the Grants Review Committee shall result in a reimbursement of the full amount to the AMS Commission of Clubs.
 - g. This grant is administered by the Clubs Commission.

Section 7: Clubs Experience Grant

1. Purpose and Description

- a. The Clubs Experience Grant is intended to continue to assist clubs in enriching student culture and experience on campus. This grant will only support events and/or projects that provide a positive benefit to members of the Queen's community. The maximum funding that a club may receive from

this grant will be four-thousand dollars (\$4000). This grant shall be administered three times a year during the summer, fall, and winter semesters. The allocation decisions shall be decided by the Grant Review Committee chaired by the Commissioner of Clubs, with sitting on the committee being the Vice-President University Affairs, Assistant Commissioner of Clubs, and the General Manager as voting members.

- b. The Grant Review Committee shall ensure to make allocation decisions that comply with the grant funding, maintain the mandate, ensure eligibility/criteria, and comply with relevant policies.

2. Eligibility Requirements

- a. The club shall be an AMS ratified club, except those directly associated with registered political parties or external companies (not including Queen's associated charitable groups).
- b. The club shall have a registered club bank account set up in the name of the club at the time of submitting the application.

3. Application Process

- a. The club shall submit a bank statement from the most recent month end as of the grant application deadline.
- b. The club shall submit a blank cheque and/or electronic transfer form (ETF).
- c. The club shall demonstrate an effort to raise other funds. No club should rely solely on this grant for operation money.

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. Commissioner of Clubs (Chair)
 - ii. Assistant Commissioner of Clubs
 - iii. Vice President of University Affairs
- b. In the event of a vacancy or conflicts of interest, substitution will occur by the order outlined below:
 - i. Campus Affairs Commissioner
 - ii. Environmental Sustainability Commissioner

5. Considerations and Selection Criteria

- a. Selection of granted application made by the Grant Review Committee are following the *Clubs Grants Metric Scoring System* as laid out in Clubs Experience Grant Procedure that is in compliance with this policy and updated to reflect the most up to date policy.
- b. The criteria of choosing among applicants; even if the above eligibility requirements are met, can be used to make sure the grant application cycle

is complying with the funding for the grant for that semester. This criterion includes:

- i. Prioritizing clubs who have not received a grant yet and are eligible as outlined in this policy.
 - ii. Prioritizing projects open to the whole Queen's community over projects specific for a student group and that are possibly restrictive in accessibility, diversity, and inclusion.
 - iii. Prioritizing projects that help advance the club experience and the AMS mandate as outline in the AMS Constitution.
 - iv. The probability to execute the event/project within the timeline given in the application.
 - v. When the event or project takes place, the selection shall be given priority for clubs with events happening in the given application cycle semester before selection of other projects.
- c. The probability to execute the event/project given the financial condition of the club concluded with assessing the submitted annual budget following the Clubs Budget Template, the breakdown of costs being used by the grants funds as listed in the application by the applicant, and the statement balance as outlined by the submitted financial statement. Also, if available; the commission of clubs may bring the financial audit as material to use for assessment if:
- i. The club was selected for financial audit by the Commission of Clubs and;
 - ii. The club financial audit has concluded with a single page report highlighting observations and conclusions of the financial accountability of the club.
- d. The fiscal responsibility of the club including;
- i. Club's submitted financial documents are consistent within each other and reflect an accounted and fiscally responsible club. This is provided through clubs ensuring to have actuals of the previous academic year and proper documentation that is required throughout this policy.
- e. The types of associated costs within the application.
- i. Funds for venues, equipment, materials, etc. That are necessary to run the project or event are prioritized.
 - ii. No funds may be priority to pay for club's socials, recurring operating expenses, and/or club's merchandise.

6. Further Notes

- a. The club will receive a direct deposit to the registered club bank account within two (2) weeks of receiving grant results which are sent to applicants via email.
- b. The club shall submit a report form within thirty (30) days of spending the funds. The report must contain proper receipts of expenditures made with granted funds. The dates of spending the funds shall be determined as by what's outlined in the club's application or by the end of the semester allocated; whichever is first. Upon passing this deadline club's will be considered as having (an) outstanding report(s).
- c. If a club does not accept funds or submit a report form, the club will be ineligible to apply for the remaining granting periods of that given academic year.
- d. The club must spend all disbursed grant allocations prior to the end of the academic semester they were allocated in.
- e. If a club is not able to spend the allocated funds within the academic semester for the specified expenditure, the club must communicate with the Commission of Clubs to discuss expenditure contingencies for the allocation.
- f. Any improper use of the money as specified by the Grants Review Committee shall result in a reimbursement of the full amount to the AMS Commission of Clubs.
- g. The funding shall be a sum amount of the Clubs Grants Student Activity Fee and an allocated amount from the Clubs Budget. No Student Activity Fee Funds shall supplement any funding allocated from the AMS Assembly.
- h. This grant is administered by the Clubs Commission.

Monitoring

Compliance with this policy will be monitored by the Vice President of University Affairs, who will work with the Commissioners to make recommendations to changes to this policy. The Vice-President of University Affairs is further responsible for the overall fulfillment of this policy and ensuring that funds are allocated and included in the goal plans and operational budgets of the commissions. The AMS Secretary of Internal Affairs may be contacted to address concerns relating to the enforcement of this policy and may direct all involved parties to comply with this policy as necessary. . A review of this policy should occur on a yearly basis in the summer to ensure that the policy reflects current or intended practices.

Contact person	<i>Campus Affairs Commissioner</i>
Date of next review	<i>May 2026</i>
Related policies, procedures and guidelines	<i>Appointment Policy Awards Policy</i>

Policies superseded by this policy	<i>Procedures Policy</i>
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