



Grants and Bursaries

OF THE

ALMA MATER SOCIETY

OF QUEEN'S UNIVERSITY

Responsibility	Vice-President of University Affairs
Approved by	Assembly
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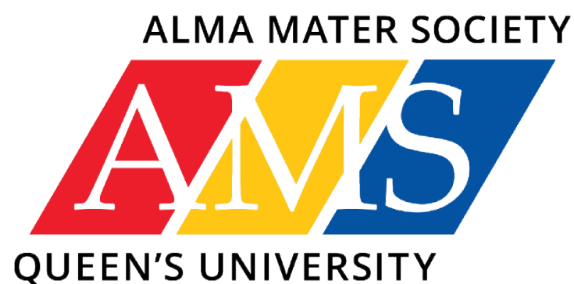


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Land Acknowledgement

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 administered 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 grants and bursaries. This policy has been established to provide transparency to students and community members.

Terminology

1. Constitution: Refers to 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 located in Kingston, Ontario.
5. Bursary: A sum of money that is awarded to a student or a student group with the intent to subsidize costs related to the mandate of the bursary. Bursaries are normally dispersed 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: 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

1. Applicant: Refers to a person or group who has applied for a grant or a bursary.
2. 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 on 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, signing off on any disbursement of grants or bursaries (excluding those under the purview of the VPOPS), 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.

Vice President of Operations (“VPOPS”): The VPOPS is responsible for signing off on any grants or bursaries pertaining to the Operations portfolio and ensuring that relevant Head Managers are aware of this policy. The VPOPS will ensure that listed service grants and bursaries have adequate allocations in the budgeting process with AMS Board of Directors approval, and monitor Head Manager compliance with this policy.

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

Members of a Selection Committee: All members of selection committees, as outlined in the terms

of references within Part B and C, shall act in good faith throughout the entire selection process, including the thorough review, assessment and discussion of the applications, as well as any other duties as determined by the Chair of the Selection Committee.

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.

Judicial Affairs Office ("JAO"): The Judicial Affairs Office is the investigative branch of AMS Judicial System that operates independently to execute compliance with policy and procedures. The JAO oversees policy infractions and non-academic misconduct cases

when appropriate and its investigations are guided by five pillars of restorative justice, peer-administration, complaint-driven, non-adversarial, and procedural fairness. The JAO is governed by the Judicial Policy and derives its authority from the *AMS Constitution*.

Judicial Committee ("JCOMM"): The JCOMM is the adjudicative branch of the AMS Judicial System and is composed of 9 undergraduate students, each from a different faculty. The JCOMM hears all cases that are referred from the JAO when appropriate. The JCOMM is governed by the Judicial Policy and derives its authority from the *AMS Constitution*.

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

Part A: General Principles

Unless otherwise described in the specific section related to a grant or bursary, the following general principles shall be applied to all grants and bursaries to ensure transparency, accountability, fairness and consistency.

Section 1: Administration and Direction

1. The AMS Executive have jurisdiction over the financial allocations to grants and bursaries under this policy, subject to AMS Assembly approval; an authority which is subject to limitations outlined in the *AMS Constitution* and *AMS Corporate Bylaws*.

2. All activities and policies associated with grants and bursaries must be in compliance with Accounting Standards, as determined in consultation with the AMS Accounting Team.
3. Creation of new grants or bursaries requires 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 the first Fall 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.
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 first Fall meeting of Assembly and will be valid until April 30th of the academic year in which a motion to suspend is approved.
 - a. Suspensions may not occur once the nomination period has been opened, and at least one (1) nomination or application has been received.
5. The administrating department for each grant or bursary shall include a breakdown of grants and bursaries disbursed in their monthly Assembly report.
 - a. This will include, at minimum, aggregate data on the number of applicants, number of recipients, and the total amount of disbursed funds for each grant or bursary.
 - b. This reporting shall be done in compliance with the confidentiality standards set out in Part A, Section 3 of this policy.

Section 2: Selection Process

Selection Committees

1. All grants and bursaries are adjudicated by their respective selection committee, outlined in Part B and C of this policy.
2. The Chair of the Selection Committee shall be a voting member of the selection committee, and tasked with the administration of the grant or bursary.
3. Members of the selection committee are required to act in good faith and 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.

4. At the discretion of the Secretariat, Vice President of Operations and/or the Vice President of University Affairs, the Chief Governance Officer may be a non-voting observer of selection committee meetings.
 - a. The Chief Governance Officer or 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 their involvement is limited to ensuring procedural fairness has been upheld, and to address conflicts of interest.

Eligibility for AMS Grants and Bursaries

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. All recipients of AMS grants or bursaries must be a student at the time of applying, receiving and using the funds.
2. Students and student groups are eligible to become recipients of more than one grant or bursary in any given academic year. In other words, becoming a recipient for a grant or bursary does not disqualify a student’s application for another grant or bursary.
3. Student groups applying for grants or bursaries must have a non-personal bank account associated with their group. Unless approved by the Vice President of University Affairs or Vice President of Operations, the AMS shall not disburse funds to personal bank accounts to use on behalf of an organization.

Adjudication and Approval

4. The AMS department responsible for the grant or bursary shall develop a rubric or scoring card, in consultation with the Secretariat (or delegate) and with the respective Selection Criteria for each grant or bursary, to be utilized by members of the Selection Committee.
5. For all 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.
6. The Vice President of University Affairs or Vice President of Operations has final approval over the disbursement of funds for any grant or bursary.

Appeals of a Decision by the Selection Committee

1. A decision of the Selection Committee pertaining to any grant or bursary is final unless a breach of policy is identified; in which case, the decision may be subject to investigation or appeal.
 - a. Minor procedural/operational deviations from this policy do not generally invalidate the selections made by the Selection Committee. However, every nominee and applicant has the right to direct concerns about the fair administration of this policy to the Secretariat.
2. 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 accessed by the permissible individuals, and directing the reassessment of all decisions made for a specific bursary.
 - a. In the event of repeated procedural violations or serious concerns about a member of a selection 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.
3. 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 3: Information Management

1. Grant and bursary applications can only be accessed by members of the selection committees and the Vice President of University Affairs or the Vice President of Operations.
 - b. Notwithstanding the above, the AMS Secretariat may access applications for purposes of directing compliance.
2. All grant and bursary applications, including associated rubrics and scoring cards, for an academic year should be destroyed by April 30 of that term with the support of the Information Officer and the Secretariat.
3. For bursaries: The names and information of recipients should remain strictly confidential. Only members of the selection committee and the Vice President (University Affairs) or Vice President (Operations) are privy to such information,

as well as the AMS Accounting Department.

a. 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 unless a breach of policy violation is noted.

4. For grants: The names and information of recipients will be forwarded to the AMS Secretariat (or delegate) and may be made public via the Assembly reports of commissioners or VPOPS (on behalf of the Head Managers) that administer grants, via the AMS website, or via impact reports released by commissioners. The names and information of unsuccessful applicants will remain strictly confidential; however, aggregate data may be released for purposes of transparency.

Section 4: Operational Timelines

Unless otherwise noted or approved by the Vice President (University Affairs) or Vice President (Operations), the AMS shall take all reasonable steps to ensure the administration of grants and bursaries align with the following granting period timeline:

Week 1	Notice of grant/bursary application opening through appropriate AMS communication channels
Week 2-3	Applications open and marketed, which at minimum shall include: the deadline for submission, eligibility criteria, description of grant/bursary, timeline and any additional document submission requirements
Week 4	Selection committee will meet to deliberate and adjudicate the grant or bursary. Final decisions shall be sent to the Vice President of University Affairs or Vice President of Operations for review and approval. Recipients should be informed of the final result and the terms and conditions associated with the receipt of an grant/bursary, including any report submission requirements, within five (5) business days of the decisions being made.
Week 5-6 (Month 2. Week 1-2)	Upon approval, the AMS Accounting Department shall process and disburse the funds to successful applicants.

1. All marketing must be created with accessibility in mind and follow accessible standards, including captioning of videos, text descriptions of graphics, and easy-to-locate communications or media.
2. The Vice President of University Affairs or Vice President of Operations 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 VPUA or VPOPS to comply with this policy and/or establish new timelines as outlined in *Assembly Policy*. All timelines set by Commissioners and Head Managers are subject to approval from the Vice President of University Affairs or Operations.

Section 5: Terms and Conditions of Grant Funding

By applying to an AMS grant, successful grant recipients agree to the following terms and conditions, unless otherwise noted or approved by the Vice-President (University Affairs) or Vice President (Operations):

1. If funding is allocated for an initiative that will be advertised physically or on social media, the recipient shall disclose that funding was provided by the AMS Department responsible for administering the grant.
2. The recipient of a grant shall submit a report form within thirty (30) days of the grant-funded expenditures.
 - a. The report must contain, at minimum:
 - i. A breakdown of how the grant funding has been utilized, including the total leftover, unused grant funds, if applicable;
 - ii. Proper receipts of expenditures made with granted funds; and
 - iii. A brief overview and impact assessment of the initiative, event or project.
 - b. The dates associated with the grant-funded expenditure(s) shall be determined by what's outlined in the associated application.
 - i. Recipients who fail to submit a report by the established deadline will be ineligible to apply for additional AMS grants until all outstanding grant report(s) are submitted, even if the restriction extends beyond the academic year.
 - ii. The Secretariat, Vice President of University Affairs, and Vice President of Operations will take all reasonable efforts to maintain a year-to-year record of all submitted and outstanding reports.
3. Any unused grant funding following the project, event or initiative outlined in the grant application should be returned to the AMS.
4. Any improper use of the money, such as for projects, events or initiatives not outlined in

the grant application, shall result in a reimbursement of the full amount to AMS.

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, the 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; and
 2. Information that demonstrates their financial need.

3. *Selection Committee*

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

4. *Timeline*

This bursary must be suitably advertised in advance of the deadline at the end of May 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 granting period annually.

- a. The application period begins, by latest, second week of May and ends on last week of May. The Committee will deliberate and communicate results within the first week of June. Upon the final deliberations, the disbursement of funds will finish no later than the second Friday of June.
- 1. *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 graduation experience.
 - b. Priority will be given to essential graduation costs, including cap and gown rentals, travel, and graduation fees. Funding requests for accommodation expenses may also be submitted; however, these will be considered a lower priority and will be funded as resources permit.
 - c. Requests for expenses not listed above may be considered on an exceptional basis at the discretion of the selection committee.
- 6. *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 any need of student life that an international student may struggle to meet due to financial hardship. This bursary does not intend to specifically 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 are 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 have they 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 International Affairs Manager
 - iii. Social Issues Commissioner (External)
- 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. Another Commissioner
 - iii. Vice-President (University Affairs)

5. *Timeline*

- a. There shall be two granting periods for this bursary: one in November and one in February.

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. This means that applicants are eligible to apply to both academic terms; priority will be given to first time applicants for a given academic year.
- 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 Faculty Society-affiliated groups; or
 - iii. Are designated as eligible for this bursary by the Campus Affairs Commissioner and the Vice President of University Affairs.
- b. 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 for consideration.
 - 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. Events and Special Projects Manager
 - iii. Another Commissioner
- b. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Another Commissioner
 - ii. Vice-President (University Affairs)

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 throughout the academic year, and adjudicated and administered in line with the operational timeline outlined in Part A, Section 4 of this policy.

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.

2. Eligibility Requirements

- a. The club must 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.
- c. The club must not have any outstanding mandatory items to be submitted to the Clubs Commission. This includes, but is not limited to, any previous grant reports, any mandatory training, and the Clubs Census.
- d. Clubs are only allowed to receive the bursary once per semester, and allowed to only apply twice per semester.

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, full-year budget for the current academic year of application submission, including what the funds would be used for, and information describing their financial need and impact of funding.

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. Clubs Commissioner (Chair)

- ii. Communications and Development Assistant Manager
 - iii. Another Commissioner
- c. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Campus Affairs Commissioner
 - ii. Another Commissioner
 - iii. Vice-President (University Affairs)

5. *Timeline*

- a. Bursary applications will be accepted on a rolling basis, starting within the first three weeks of the Fall semester.
- b. Bursary administration and disbursement will occur monthly, in line with the operational timeline defined in Part A, Section 4 of this policy.
- c. Grant applications will only be assessed once, applications from previous months will not rollover to the next month if rejected.

6. *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.
- b. Selection will be based on the intended tangible impacts that are identified by the club or the capacity to meet significant unmet needs.
- c. Selection will also be based on the proposed use of funds, with preference given to projects that demonstrate strategic use of funds and resources, feasibility, and risk awareness.
- d. Financial need will also be assessed through the submitted budget.

7. *Further Notes*

- a. Bursary results are released and sent to applicants via registered club's Email.
- b. The club must spend all disbursed bursary allocations prior to the end of the academic semester they were allocated in.
- c. This bursary is administered by the Clubs Commission.

Section 5: Academic Accessibility Bursary

1. *Purpose and Description*

- a. This bursary aims to reduce financial barriers associated with non-tuition academic expenses by subsidizing course-related costs that students may otherwise be unable to afford due to financial hardship.
- b. Eligible expenses may include, but are not limited to, textbooks, lab equipment and personal protective equipment (PPE), mandatory field trips, and other required course materials. Funding may be provided to cover a portion or the full cost of eligible expenses.

2. *Eligibility Requirements*

- a. Applicants must be students enrolled in at least one course during the application period; and
- b. Demonstrate financial need.

3. *Application Process*

- a. Applicants must provide relevant personal and academic information, details regarding the expense(s) for which funding is being requested, information demonstrating financial need, and documentation supporting the expense, including proof of purchase or proof of cost.

4. *Selection Committee*

- a. The Selection Committee will include the following:
 - i. The Academic Affairs Manager (AAM);
 - ii. The Commissioner of External Affairs (CEA) (Chair); and
 - iii. Another Commissioner.
- b. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Another Commissioner
 - ii. Vice-President (University Affairs)

5. *Timeline*

- a. Applications shall be accepted on a rolling basis throughout the application period. The bursary will be advertised during the academic year and applications will be reviewed on a monthly basis.

6. *Consideration and Selection Criteria*

- a. Applications will be evaluated based on:

- i. Demonstrated financial need;
 - ii. The academic necessity of the expense;
 - iii. The extent to which the requested resource supports participation and success in a course; and
 - iv. The availability of bursary funding.
- b. The Selection Committee may consider applicants' income, expenses, extenuating circumstances, and the proportion of costs requested when making funding decisions. Funding may be awarded at varying levels up to the full eligible cost of the expense.

7. *Further Notes*

- a. Funding for the Academic Accessibility Bursary shall be allocated through the Commission of External Affairs annual budget under the Academic Affairs Centre.
- b. Applicants may only receive funding once per semester.

Section 6: StuCons Bursary

8. *Purpose and Description*

- a. The StuCons Bursary is administered by the AMS Student Constables (StuCons) and is intended to reduce financial barriers for student groups seeking to book StuCons security services for events. This bursary subsidizes, partially or in full, the cost of a student group's StuCons booking fees.
- b. Funding is not issued as a direct cash disbursement. The value of a bursary shall be applied by StuCons as a credit towards the recipient's booking invoice for StuCons security services.

9. *Eligibility Requirements*

- a. Applicants must be an AMS, SGPS or Faculty Society ratified student group or club with a registered bank account.
- b. Applicants must have an upcoming booking for StuCons services associated with an AMS sanctioned event.
- c. The group must demonstrate financial need.

10. *Application Process*

- a. Applicants must submit an application indicating:
 - i. A description of the event, including the date, location, programming, and expected audience
 - ii. A budget for the event, including; expected costs, other sources of revenue
 - iii. Proof of StuCons security services booking confirmation for the event

- b. Information describing the group's financial need and impact of funding
- c. Funding requested from the total booking fee: 25%, 50%, 75% or 100%.

11. Selection Committee

- a. The Selection Committee will include the following:
 - i. The StuCons Head Manager
 - ii. The StuCons Assistant Manager of Logistics
 - iii. The StuCons Assistant Manager of Public Relations
- b. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Another Commissioner or Head Manager
 - ii. Vice-President (Operations)

12. Timeline

- a. Applications shall be accepted on a rolling basis throughout the application period. The bursary will be advertised during the academic year and applications will be reviewed on a monthly basis.

13. Consideration and Selection Criteria

- a. Applications will be evaluated based on:
 - i. Demonstrated financial need;
 - ii. Demonstrated financial scrutiny, responsibility of seeking alternative revenue sources, and conscious spending
 - iii. The availability of bursary funding.

14. Further Notes

- a. Applications must be submitted a minimum of one (1) calendar month before the event, to ensure the credit can be applied to the booking in alignment with the timeline of reviewing applications on a monthly basis.
- b. The credit is non-transferable and may only be applied to the booking for which it was requested.
- c. Funding for the StuCons bursary shall be allocated through the StuCons annual budget. The Stucons annual budget is approved and monitored through the AMS Board of Directors.

Section 7: Walkhome Safe Travel Bursary

15. Purpose and Description

- a. The Walkhome Safe Travel Bursary is administered by AMS Walkhome Services and is intended to reimburse students for reasonable travel expenses incurred when a safe walk through Walkhome is not a viable option. Eligible circumstances include, but are not limited to:
 - i. Inclement weather (e.g., extreme cold, ice, heavy snow or rain, or other

- conditions) that makes walking unsafe or inaccessible;
- ii. Travel to or from a pick-up or drop-off location outside of Walkhome's operating boundaries;
- iii. Travel requested outside of Walkhome's hours of operation;
- iv. Walkhome being at capacity or otherwise unavailable to fulfill a request within a reasonable wait time or;
- v. A documented accessibility or mobility need that Walkhome, as a walking-based service, cannot accommodate.
- b. This bursary is intended to subsidize the cost of an alternative safe mode of travel (e.g., taxi, rideshare, or public transit) home or to a destination within the Kingston community, where Walkhome could not be used for one of the reasons outlined above.

16. Eligibility Requirements

- a. Applicants must be an AMS or SGPS member.
- b. Applicants must demonstrate that circumstances (per Section 1a.) that made a Walkhome request unsafe or impractical
- c. The travel expense must relate to a single trip within or to/from the Kingston community; this bursary does not cover recurring or commuting costs unrelated to safety circumstances.
- d. Demonstrated financial need

17. Application Process

- a. Applicants must submit an application within a reasonable period following the date of travel, including:
 - i. The date, time, and general intent of travel;
 - ii. The reason Walkhome was not used, corresponding to one or more of the circumstances outlined in Section 7.1a;
 - iii. Proof of payment or receipt for the travel expense incurred, and;
 - iv. Demonstrated financial need.

18. Selection Committee

- a. The Selection Committee will include the following:
 - i. The Walkhome Head Manager
 - ii. The Walkhome Assistant Manager
 - iii. Peer Support Centre Head Manager
- b. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. StuCons Head Manager
 - ii. Campus Affairs Commissioner
 - iii. Vice-President (Operations)

19. Timeline

Applications shall be accepted on a rolling basis throughout the application period. The bursary will be advertised during the academic year and applications will be

reviewed on a monthly basis.

20. Consideration and Selection Criteria

- a. Applications will be evaluated based on:
 - i. Whether the circumstances reasonably fall within section 7.1a.;
 - ii. The reasonableness of the travel cost claimed relative to the trip;
 - iii. Demonstrated financial need, and;
 - iv. The availability of bursary funding.

21. Further Notes

- a. The maximum value of this bursary per application is \$50, with a limit of \$250 reimbursed per semester, unless otherwise approved by the Vice-President (Operations).
- b. This bursary is administered by AMS Walkhome Services and allocated in the Walkhome annual budget.
 - a. The Walkhome annual budget is approved and monitored through the AMS Board of Directors.

Part C: Grants

Section 1: My Isabel Grant

1. Purpose and Description

- a. The My Isabel 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 My Isabel 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 throughout the academic year.

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/Mylsabel 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 inclusive environment during Fall Orientation
- b. The ORT-CAC Equity Grant exists to support Queen's faculty society student groups during Fall Orientation planning by mitigating any financial barriers relating to programming.
- c. This grant will provide financial aid to various faculty society student groups working with Orientation Roundtable (ORT) and will supplement budgets (Fee Forms) allocated specifically to promoting equity, diversity, accessibility and inclusion during the Orientation period.
- d. Notwithstanding the above, this grant should not be used to subsidize student

bursaries or costs already mandated by the law or governmental regulations.

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. 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 Fall Orientation.
 - 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 by the September 30th following the receipt of funding.

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. Campus Affairs Commissioner (Chair)
 - ii. Orientation Roundtable Equity Coordinator
 - iii. Orientation Roundtable Assistant Director
- b. In the event of a vacancy or conflicts of interest, the following members, in this order will fill their place: Social Issues Commissioner (Internal), if the Orientation Roundtable Equity Coordinator seat is vacant.
 - I. Orientation Roundtable Director
 - II. Vice-President University Affairs

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; latest by May 15.
- b. The application will remain open for a minimum of seven (7) days (based on Faculty Orientation Fee Form submission timelines).
 - c. The faculties selected to receive this grant will be informed by the end of June.
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. This grant is administered by the Campus Affairs Commission.

Section 3: Sustainable Action Grant

Purpose and Description

- a. This grant seeks to improve and promote sustainability at Queen's by providing funding to relevant events and initiatives

Eligibility Requirements

- a. Applicants must be a student who 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.
- c. Projects should have a clearly defined, measurable, and quantifiable outcome. Projects should have publicity, education, or outreach components to engage students.
- d. Sustainable Action Grant 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.

Application Procedure

- a. Applications will require the following general information:
 - The proposed budget and amount of funds requested.
 - Description of the project, its desired objectives, and why it is important to carry out, including the timeline of the project.
 - How the project will advance the goals of environmental sustainability, in addition to the dimensions of social and economic sustainability, at the University.

- The risks and challenges involved, and how the project will mitigate these issues.

Selection Committee

- Selection will include the following:
 - Commissioner of Environmental Sustainability (Chair)
 - Sustainability Assistant Manager
 - Another Commissioner
- In the event of a vacancy or conflicts of interest, the following members, in this order, will fill their place:
 - Social Issues Commissioner (External or Internal)
 - Another Commissioner
 - Vice-President (University Affairs)

Timeline

Applications open for three granting periods during the academic year in September, November and January.

Considerations and Selection Criteria

- Selection will be based on the following criteria:
 - The extent to which major tangible impacts are addressed or the capacity to meet significant unmet needs in the Queen's Community.
 - The degree of creativity and innovation, with an emphasis on changing the 'culture' towards environmental stewardship.
 - The capacity to address the environmental, social, and economic aspects of sustainability, environmental, and climate issues in a holistic and intersectional manner.
 - The proposed use of funds, with preference given to projects that demonstrate strategic use of funds and resources, feasibility, and risk awareness.

Further Notes

- Financial allocations towards this grant are determined by the total funds raised through the Sustainable Action Grant optional fee, and may be supplemented by Assembly Allocation to the Commission of Environmental Sustainability, at the discretion of the Executive
- Applicants may only receive funding once per granting period.
- This fund is administered by the Commission of Environmental Sustainability.

Section 4: Black Empowerment Grant

1. *Purpose and Description*

- a. The Black Empowerment Grant aims to support initiative that recognize and tackle anti-Black racism at Queen's. The grant hopes to provide tangible support for Black student groups on campus and for Black 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 and anti-oppressive Black programming.
- b. Any student group may apply once per academic 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/or how it demonstrates commitment to combating anti-Black racism
 - iv. The proposed budget of the project, and the amount of funds requested.

4. *Selection Committee*

- a. The Selection Committee will include the following:
 - i. The Commissioner of Social Issues External (Chair)
 - ii. The Black Initiatives Lead
 - iii. Another Commissioner
- 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), if the Chair is vacant.
 - ii. Another supervisor in the Social Issues Commission.
 - iii. Another AMS Commissioner.
- c. At least one (1) member of the Committee must identify as Black.
- d. At least two (2) members of the Committee must identify as racialized.

5. *Timeline*

- a. This grant shall be administered on a semesterly basis with one cycle in October and one in February throughout the academic year in accordance with the operational timelines outlined in Part A, Section 4.

6. *Considerations and Selection Criteria*

- a. Selection will be based on the following criteria
 - i. The anticipated impact of the proposed initiative on Black students and the broader Queen's community.
 - ii. The extent to which the proposed initiative celebrates, educates about, advocates for, or empowers Black communities, Black identities, and Blackness, with preference given to initiatives that meaningfully advance these objectives.
 - iii. The accessibility, inclusivity, and community engagement demonstrated by the proposed initiative.
 - iv. The feasibility and sustainability of the proposed initiative.
 - v. The proposed use of funds, with preference given to applicants demonstrating financial need.

7. *Further Notes*

- a. No maximum funding amount has been established for this grant. The amount awarded will be determined by the Selection Committee, subject to available funding.
- b. This grant is administered by the Social Issues Commission.

Section 5: Equity Grant

1. *Purpose and Description*

- a. The Equity Grant is provided to promote the fostering of an anti-oppressive and safe environment in the Queen's Community.
- b. The grant aims to provide financial support for initiatives or programs run by students that engage in equity and advocacy work.
- c. This grant should not be used to cover costs for products or services mandated by the law or governmental regulations.

2. *Eligibility Requirements*

- a. Any AMS ratified club, faculty society, student group, or student undertaking equity-related work is eligible to apply.
- b. Students/ student groups may apply once per academic 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) (Chair)
 - ii. 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
 - ii. Another supervisor in the Social Issues Commission
 - iii. Another AMS Commissioner
- c. At least two (2) members of the Committee must identify as women, transgender, and/or gender-diverse.
- d. At least two (2) members of the Committee must identify as racialized.

5. *Timeline*

- a. This grant shall be administered through three granting periods in September, November, January in accordance with the operational timelines outlined in Part A, Section 4.

6. *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.

7. *Further Notes*

- a. No maximum funding amount has been established for this grant. The amount awarded will be determined by the Selection Committee, subject to available funding.
- b. This grant is administered by the Social Issues Commission.

Section 6: Menstrual Equity Grant

1. *Purpose and Description:*

- a. The Menstrual Equity Grant aims to promote menstrual equity by providing financial support for initiatives, programs, events, and projects that increase equitable access to menstrual products, reduce barriers associated with menstruation, and promote education and awareness related to menstrual health and equity within the Queen's Community.

2. *Eligibility Requirements*

- a. Any student, student group, AMS ratified club, or faculty society undertaking work related to menstrual equity is eligible to apply.
- b. Eligible groups/individuals may receive funding once per academic term.

3. *Application Process*

- a. Applicants must answer questions that provide information on the following:
 - i. The group's mandate, involvement in menstrual equity and/or advocacy, education, or related initiatives.
 - 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 and amount of funding requested.

4. *Selection Committee*

- a. The Selection Committee will include the following:
 - i. The Social Issues Commissioner (External) (Chair)
 - ii. A supervisor from the Social Issues Commission

- iii. The Commissioner of Environmental Sustainability
 - b. In the event of a vacancy or conflict of interest, substitutions will occur by the outlined order
 - i. Social Issues Commissioner (Internal)
 - ii. Another Commissioner
 - iii. Vice-President (University Affairs)
5. *Timeline*
- a. This grant shall be administered through three granting periods in September, November, and January, in accordance with the operational timelines outlined in Part A, Section 4.
6. *Considerations and Selection Criteria*
- a. Selection will be based on the following criteria:
 - i. The anticipated impact on menstrual equity and student wellbeing
 - ii. The accessibility and inclusivity of the proposed initiatives.
 - iii. The proposed use of funds, with preference given to applicants, demonstrating financial need.
7. *Further Notes*
- a. The maximum amount of funding that may be allocated to a single applicant, student group, club, faculty society, or organization through this grant in a given academic year is up to one thousand dollars (\$1,000).
 - b. The grant is administered by the Social Issues Commission.

Section 7: Accessibility Grant

1. *Purpose and Description*
- a. Accessibility Grants are provided to promote the fostering of accessibility, inclusion, and equitable participation within the Queen's Community.
 - b. The Accessibility Grant aims to provide financial support for initiatives, programs, events, projects, resources, or accommodations that reduce barriers to participation, improve accessibility, and enhance inclusion for students, especially those with disabilities, within the Queen's Community.
 - c. This grant should not be used to cover costs for products or services mandated by the law or governmental regulations.

2. Eligibility Requirements

- a. Any student, student group, AMS ratified club, faculty society, or campus organization undertaking work related to accessibility is eligible to apply.
- b. Eligible groups/individuals may receive funding once per academic term.

3. Application Process

- a. Applicants must answer questions that provide information on the following:
 - i. The group's mandate, involvement in accessibility, disability advocacy, inclusion, or related initiatives.
 - ii. Description of the proposed project, its target audience, duration of the work and estimated amount of time (hours) dedicated; and how the work improves accessibility and impacts the Queen's Community.
 - iii. The proposed budget and amount of funding requested.

4. Selection Committee

- a. The Selection Committee will include the following:
 - i. The Social Issues Commissioner (External) (Chair)
 - ii. The Accessibility Initiatives Lead
 - iii. Campus Affairs Commissioner
- b. In the event of a vacancy or conflict of interest, substitutions will occur by the outlined order

- iv. Social Issues Commissioner (Internal)
- v. Another Commissioner
- vi. Vice-President (University Affairs)

5. Timeline

- a. This grant shall be administered through three granting periods in September, November, and January in accordance with the operational timelines outlined in Part A, Section 4.

6. Considerations and Selection Criteria

- a. Selection will be based on the following criteria:
 - i. The anticipated impact on accessibility, inclusion, and student wellbeing.
 - ii. The extent to which the proposed initiative reduces barriers to participation within the Queen's community.
 - iii. The extent to which the proposed initiative demonstrates meaningful engagement and collaboration with people with disabilities in its design,

- implementation, and/or evaluation.
- iv. The feasibility and sustainability of the proposed initiative.
- v. The proposed use of funds, with preference given to applicants demonstrating financial need.
- b. Preference will be given to initiatives that create meaningful accessibility improvements beyond those required under the Accessibility for Ontarians with Disabilities Act (AODA) or Ontario Human Rights Code (OHRC).

7. Further Notes

- a. The Accessibility Grant shall be administered in accordance with the Accessibility Queen's Fund Policy outlined in Part B, Section 6 of the AMS Board of Directors Finance Policy Manual.
- b. No maximum funding amount has been established for this grant. The amount awarded will be determined by the Selection Committee, subject to available funding.
- c. This grant does not fund accessibility costs that are the legal or contractual responsibility of another party, such as a venue's obligation to be physically accessible or the University's duty to provide accommodations. Responsibility for those costs rests with the party legally required to provide them.
- d. The grant is administered by the Social Issues Commission.

Section 8: New Club Grant

1. Purpose and Description:

- b. The New Clubs Grant is intended to provide initial assistance for newly AMS-ratified clubs. This grant is in place to reduce the financial barriers that new groups face. This will encourage new groups to grow their presence on campus.
- c. 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

- d. The club must 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).

- e. 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.
- f. The club must not have any outstanding mandatory items not submitted to the Clubs Commission. This includes, but is not limited to, any previous grant reports, any mandatory training, and the Clubs Census.

3. *Application Process*

- d. 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.
- e. If a club is not able to spend the allocated funds within the 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. Clubs Commissioner (Chair)
 - ii. Finance and Operations Assistant Manager
 - iii. Policy and Education Assistant Manager
- b. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Campus Affairs Commissioner
 - ii. Another Commissioner
 - iii. Vice-President (University Affairs)

5. *Timeline*

- a. Clubs ratified in the Fall semester may apply in the following Winter semester and they must use their funds and submit their report within the Winter semester. Clubs will have until the last day, given by the AMS Accounting Department, that is permitted for grant disbursement within that fiscal year.
- b. Clubs ratified in the Winter semester will have until August 1st to apply, and if granted, they must use their funds and submit their report within the

following Fall semester.

- c. The opening of the grant should align with the completion of each semesterly Ratification cycle.
- d. If a club fails to apply within the timeline above, they will become ineligible to receive this grant.

6. *Considerations and Selection Criteria*

- a. The club must demonstrate an effort or plan to raise funds or have other sources of funding.

7. *Further Notes*

- a. If this grant is used for an initiative-specific event, the recipient club must ensure all marketing discloses funding from this grant.
- b. This grant is administered by the Clubs Commission.

Section 9: 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.

2. *Eligibility Requirements*

- a. The club shall be an AMS ratified club or a provisionally recognized 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. Provisionally recognized clubs must consult with the Clubs Commission regarding the disbursement of funds.
- c. The club must not have any outstanding mandatory items not submitted to the Clubs Commission. This includes, but is not limited to, any previous grant reports, any mandatory training, and the Clubs Census.

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*

- c. The Selection Committee will include the following:
 - i. Clubs Commissioner (Chair)
 - ii. Education and Policy Assistant Manager
 - iii. Another Commissioner or Clubs Assistant Manager
- d. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Campus Affairs Commissioner
 - ii. Another Commissioner
 - iii. Vice-President (University Affairs)

5. *Timeline*

- a. There will be three granting periods throughout the year: once during the Summer term, September, and January. These grant applications will be open for approximately three weeks.
 - i. The date of opening of the Summer grant will be at the discretion of the Clubs Commissioner and Vice-President (University Affairs).

6. *Considerations and Selection Criteria*

- a. 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 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 for clubs with events happening in the given application cycle semester.
- vi. The probability to execute the event/project given the financial condition of the club by assessing the annual budget that follows the Clubs Budget Template, the breakdown of costs being used by the grants funds , and the statement balance from the financial statement. Also, if available; the commission of clubs may bring the financial audit as material to use for assessment if:
 - The club was selected for financial audit by the Commission of Clubs and;
 - The club financial audit has concluded with a single page report highlighting observations and conclusions of the financial accountability of the club.
- b. The fiscal responsibility of the club including;
 - i. Club's submitted financial documents are consistent within each other and reflect a fiscally responsible club. Clubs must ensure to have actuals of the previous academic year and proper documentation that is required throughout this policy.
- c. 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 used to pay for club's socials, recurring operating expenses, and/or club's merchandise.

7. Further Notes

- a. The club must spend all disbursed grant allocations prior to the end of the academic semester they were allocated in, except for the Summer grant which must be used by the end of the Fall semester
- b. Notwithstanding the above, Clubs on probation due to failed re-ratification will only be permitted a maximum of \$500. Clubs on probation due to other concerns may have a grant cap that is set by the Clubs Commission, VPUA, or any other authorizing body.
 - i. Provisionally recognized clubs will be able to apply for a maximum of

\$100.

- c. 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.
- d. The maximum funding that a club may receive from this grant will be four-thousand dollars (\$4000).
- e. This grant is administered by the Clubs Commission.

Section 10: StuCons Campus Safety Grant

8. *Purpose and Description*

- a. The StuCons Campus Safety Grant is administered by the AMS Student Constables (StuCons) and is intended to support student groups in delivering campus safety and/or harm reduction initiatives or events that benefit the Queen's Community.

9. *Eligibility Requirements*

- a. Applicants must be a student who is involved in the project/initiative in a managerial capacity.
- b. Any student, student group, AMS ratified club, faculty society, or campus organization undertaking work related to campus safety is eligible to apply.
- c. Must demonstrate how the proposed initiative will benefit the safety, wellbeing, and/or harm reduction needs of the Queen's Community.
- d. The proposed initiative and initiative-related activities must be non-profit.

10. *Application Process*

- a. Applicants must answer questions that will provide insight on the following:
 - i. A description of the initiative; including the date, location, programming, and expected audience.
 - ii. A rationale to how the initiative will directly benefit the safety, wellbeing, and/or harm reduction needs of Queen's students.
 - iii. A budget for the initiative, including other funding sources.
 - iv. Grant amount being requested, and a breakdown of how it will be spent to support the initiative.
 - v. Agreement to produce a detailed written report within three months of receiving the funding
 - vi. Agreement to collaborate on marketing materials for the event/initiative

11. *Selection Committee*

- a. The Selection Committee will include the following:

- i. The StuCons Head Manager
 - ii. The StuCons Assistant Manager of Logistics
 - iii. The StuCons Assistant Manager of Public Relations
- b. In the event of a vacancy or conflict of interest, substitutions will occur in the order outlined below:
 - i. Another Commissioner or Head Manager
 - ii. Vice President (Operations)

12. *Timeline*

- a. This grant shall be administered through three granting periods in September, November, and January in accordance with the operational timelines outlined in Part A, Section 4.

13. *Considerations and Selection Criteria*

- a. Selection will be based on the following criteria;
 - i. Prioritizing initiatives that will directly benefit the safety, wellbeing, and/or harm reduction needs of Queen's students and/or advance the AMS mandate as outlined in the AMS Constitution.
 - ii. Prioritizing groups who have not received a grant yet and are eligible as outlined in this policy.
 - iii. Prioritizing initiatives that impact the whole Queen's community over projects specific for a student group and that are possibly restrictive in accessibility, diversity, and inclusion.
 - iv. Prioritizing groups who have demonstrated financial diligence in initiative budgeting and seeking alternative funding sources.
 - v. Demonstrated financial need

14. Further Notes

- a. Funding for the StuCons bursary shall be allocated through the StuCons annual budget.
- b. The Stucons annual budget is approved and monitored through the AMS Board of Directors.

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>Vice President (University Affairs)</i>
Date of next review	<i>July 2027</i>
Related policies, procedures and guidelines	<i>AMS Constitution AMS Corporate By Laws Appointment Policy Awards Policy Judicial Policy</i>
Policies superseded by this policy	<i>Procedures Policy</i>

