



DAGS

Dalhousie Association
of Graduate Students

Grants Policy

1. Eligibility

- 1.1 Grants are only available to any active, fee-paying member or ratified constituent society in good standing. Members must be a current student at the time of final application submission (part B)
- 1.2 Grants cannot be used to fund the activities of any group, association, corporation, or charity other than the specific society or student applying.
- 1.3 Grants cannot be used to fund activities that contravene any legal statute, the Constitution, or the Dalhousie University Alcohol Policy.
- 1.4 Grants cannot be used to fund tuition or other education-related expenses at Dalhousie University, including its affiliated or collaborative programs.
- 1.5 Grants cannot be used to fund clothing or other durable goods unless those goods are distributed to members at-large at no cost.
- 1.6 The Association reserves the right to award funding at lower levels than requested.
- 1.7 The Association reserves the right to refuse any application.
- 1.8 A member or society can only receive funding for each application type once per fiscal year (May-April).
- 1.9 Grant applications must be submitted to DAGS within 30 days of the event end date.
- 1.10 Any society or individual who receives a grant must complete all applications stages to receive funding (Part A and B)

2. Funding Distribution

- 2.1 Grants are intended to help defray operational costs incurred by a society or conference, competition, or event costs incurred by a Dalhousie graduate student. Grants are not designed to compensate more than the actual costs incurred.
- 2.2 Societies who receive funding in excess of their actual expenses will be required to repay any surpluses within ninety (90) days of the award.
- 2.3 The maximum value of grants is determined each year as part of the Society's budget
- 2.4 All recipients of money from the grants fund are required to submit receipts for the items funded within ninety (90) days of the funded activity. Failure to provide such receipts within the prescribed time frame may result in application rejection or the requirement for repayment of the entire amount originally awarded and may result in the society's or individual's ineligibility to access monies from the Association in the future.
- 2.5 All grant cheques not cashed six months after the date in which funds have been approved will be considered stale dated and be declared null and void.
- 2.6 The Vice President Finance and Operations must archive a record of all grant allotments issued in a given year, including a copy of the grant application.



3. Society Grants

3.1 The applicant society must be a member society of the Dalhousie Association of Graduate Students. Graduate students of the member society must attend the event.

3.1.1 For member societies comprised of 3 or more programs, the event must be relevant to & attended by at least 2 constituent programs. Proof of program(s) engagement/attendance may be requested by DAGS. See Section 4.1 of Community Grants for more details.

3.1.2 A member society may approve the utilization of its society grant request by a branch of constituent students. A letter of approval must be signed by at least 2 member society executive and 1 student involved in the event organization and submitted to DAGS.

3.2 A society may receive funding up to \$1000, with the awarded amount being determined by DAGS Council. The following will be taken into consideration when reviewing applications.

3.2.1 Funding allotments are determined based on a Society's activity level towards its membership and DAGS, as evidenced by

3.2.1.1 Regular society meetings for which signed minutes are available.

3.2.1.2 Submission of financial/activity records for audit by DAGS at least once in the year of application.

3.2.2 Funding amounts may be further influenced by a society's participation in fundamental DAGS activities, such as society representation at DAGS AGM and/or Council meetings.

3.3 Society Grant Applications (Part A) must be submitted within 30 days of the event end date

3.4 The following information must be included by all societies on Part A of all grant applications:

3.4.1 A detailed budget relating to the items the society is requesting funding for.

3.4.2 A list of all other solicited sources of revenue, including pending sources of revenue with an expected date of when the society will receive a response.

3.4.3 A copy of the society budget with an explanation of the reasons why the society seeks further funding from the Association.

3.4.5 A completed Society Grant Application Form.

3.4.6 A completed Society Grant Information Form which provides an outline of how Dalhousie students will benefit if the grant is awarded.

3.4.6.2 The size of the society and how long it has been in operation.

3.4.6.3 Evidence of the society's activity towards its membership in the most recent year may be requested. Societies that are recovering from a period of inactivity must provide context to the situation.

3.5 Society Grant Applications (Part B) must be submitted within 90 days of the event end date.

3.6 The following information must be included by all societies on Part B of all grant applications:



3.6.1 An updated list of all other solicited sources of revenue, with amount(s) received from all sources.

3.6.2 Event actuals, including final event expenditure and revenue.

3.6.3 Copies of all event invoices, including receipts for expenses and proof of funding.

3.6.4 A presentation given at a DAGS Council meeting in which details including budget, revenue and intent of the event are discussed.

3.6.4.1 Presenters must answer any questions posed by DAGS Council and community members at the meeting in relation to the event.

3.7 Representatives of the member society must give an oral presentation at a DAGS Council meeting. The aim of this presentation is to provide Council with an overview of the event purpose, agenda, expense, revenue and any other relevant details. Speakers may rely on hand-outs and/or prepare a powerpoint presentation, however all relevant documents (including budget & funding breakdown, agenda, proof(s) of graduate engagement...etc.) must be accessible to all Council members. The presentation should be no longer than 15 minutes excluding questions from Council.

3.8 Member Societies are limited to one society grant per fiscal year (from May 1 to April 30).

3.9 Failure to submit to grant requirements in the specified time-frame(s) will result in application rejection. Incomplete applications will not be considered.

4. Community Grants

4.1 Applicants must be members of the Dalhousie University community and must provide proof of graduate student inclusion.

4.1.1 A minimum of 2 graduate programs must be represented & confirmed in attendance, either through signature or B00 confirmation.

4.1.2 to ensure graduate student representation, a minimum of 2 Dalhousie University graduate students must be officially involved in the organization of the event/project.

4.2 Applicants may apply for up to \$1000 in funding, however the awarded amount is determined by DAGS Council. Factors taken into consideration when determining funding allocation include:

4.2.1 Graduate student engagement, including the extent of engagement and/or involvement, as well as effort and/or measures taken to attract graduate students.

4.2.2 Benefit(s) offered to the Dalhousie graduate community, such as professional and/or skill development, community building...etc.

4.2.3 Prior partnership or engagement with DAGS &/or other large graduate bodies.

4.2.4 The financial needs of the event/project.

4.2 Applicants must be members of the Dalhousie University community.

4.3 Applicants must provide proof of graduate student inclusion.



4.2.1 A minimum of 2 graduate programs must be represented & confirmed in attendance, either through program signature or student B00 confirmation.

4.2.2. To ensure graduate student representation, a minimum of 2 Dalhousie University graduate students must be involved in the organization of the event/project. Proof of involvement must be provided to DAGS.

4.4 Community Grant Applications (Part A) must be submitted within 30 days of the event end date.

4.4.1 Ongoing initiatives must submit Part A documents within 30 days of the first event end date that fiscal year (from May 1 to April 30).

4.6 The following information must be included by all societies on Part A of all grant applications:

4.6.1 A detailed budget relating to the items the society is requesting funding for.

4.6.2 A list of all other solicited sources of revenue, including pending sources of revenue with an expected date of when the society will receive a response.

4.6.3 A copy of the society budget with an explanation of the reasons why the society seeks further funding from the Society.

4.6.4 A completed Community Grant Application Form.

4.6.5 A completed Community Grant Information Form which outlines how Dalhousie students will benefit if the grant is awarded.

4.6.6 How long the affiliated society or group has been active within the Dalhousie community.

4.6.6.1 Newly-formed initiatives may be requested to provide additional details on strategies to maintain or increase graduate student involvement. Pre-existing initiatives may be requested to provide proof of (past) efforts to engage/involve graduate students.

4.7 Community Grant Applications (Part B) must be submitted within 90 days of the event end date.

4.7.1 Ongoing initiatives must submit to Part B requirements within 90 days of the first event end date that fiscal year (from May 1 to April 30).

4.8 The following information must be included by all societies on Part B of all grant applications:

4.8.1 An updated list of all solicited sources of revenue, with amount(s) received from all sources.

4.8.2 Event actuals, including final event expenditure and revenue.

4.8.3 Copies of all event invoices, including receipts for expenses and proof of funding.

4.8.4 A presentation given at a DAGS Council meeting in which details including budget, revenue and intent of the event are discussed.

4.8.4.1 Presenters must answer any questions posed by DAGS Council and community members at the meeting in relation to the event.

4.9 The applicant and/or representatives of the affiliated group must give an oral presentation at a DAGS Council meeting. The aim of this presentation is to provide



Council with an overview of the event purpose, agenda, expense, revenue and any other relevant details. Speakers may rely on hand-outs and/or prepare a powerpoint presentation, however all relevant documents (including budget & funding breakdown, agenda, proof(s) of graduate engagement...etc.) must be accessible to all Council members. The presentation should be no longer than 15 minutes excluding questions from Council.

4.10 Applicants, as well as the affiliated society/team/initiative, are limited to one DAGS community grant per fiscal year (from May 1 to April 30).

4.11 Failure to submit to grant requirements in the specified time-frame(s) will result in application rejection. Incomplete applications will not be considered.

5. Individual Grants

5.1 Applications for conferences, competitions or event funding will be reviewed by Council in the order they are received

5.2 Incomplete applications will not be considered.

5.3 Grant funding for each conference, competition, or event will not exceed \$100 per individual of each fiscal year (from May 1 to April 30).

5.4 The following information must be included for all individual grant applications:

5.4.1 Name, Student number, Event details, and an explanation of the grant request.

5.4.2 Proof of registration, a detailed budget, and copies of invoices.

5.4.3 A list of all other solicited sources of revenue, such as faculty and society support, bursaries, and scholarships. This list shall also include pending sources of revenue with an expected date of response.

5.4.4 If applicable, a detailed travel itinerary with a confirmation of the conference, competition, or event registration.

5.5 Retroactive grants may be awarded to members who submit an application within 30 days of the final event date.

5.6 The Association may limit the number of grants awarded to individuals for a single conference, competition, or event.

5.7 Individuals must be enrolled in the faculty of graduate studies at the time of final grant submission.

6. Disclaimers

6.1 The Association, its Council, and its members may or may not agree with the purpose or outcomes associated with any particular grant application. Approval of grants for societies and individuals indicates solely that the applicant has met the eligibility criteria. The Association, its Council and its members do not officially endorse any particular activity associated with the grant.

6.2 Any risk or liability resulting from travel is the traveller's responsibility.

6.3 Any risk or liability resulting from hosting or organizing an event is the responsibility of the affiliated organizers and/or attendees.