



GOVERNANCE POLICY

Title: CCSAI Student Initiative Funding Policy

Responsibility: Advocacy and Research Coordinator

Created: June 30, 2021

Approved by Governance Committee: August 19, 2021

Approved by CCSAI Full Board:

PREAMBLE

The Centennial College Student Association Incorporated (CCSAI) provides services to the students of Centennial College both directly through their campus offices, through service and community partners, and social media platforms, as well as collaboratively with Centennial College.

Student Initiative Funding is available to all full-time activity fee-paying students at Centennial College. This funding is made available in order to ensure that students at Centennial College, who are unable to acquire funding elsewhere, have the ability to take on projects that seek to further the standing of Centennial College, our students, and the larger community.

1.0 BACKGROUND INFORMATION/CRITERIA

- 1.1 Applications for Student Initiative Funding can only be made by current full-time Centennial College students.
- 1.2 Projects must make a positive impact on Centennial students, Centennial College or the larger community. Projects should have an element of social justice, humanitarianism, or crisis funding, helping those in need.
- 1.3 Projects cannot be profit-focused or benefit the student personally. Students also cannot take the awarded money and donate directly to a cause, but instead should use the money to provide services to others, education on a topic, help with fundraising, etc.
- 1.4 Applicants must submit an implementation plan, their direction, a detailed budget, and must collect and submit receipts to ensure accountability.
- 1.5 Upon request, applicants may be asked to provide a short presentation detailing the project plan, scope, budget, and how it will positively impact Centennial College.

2.0 PROCESS

- 2.1 Students must apply through the CCSAI website. If requested, CCSAI staff will be made available to help any students strengthen their application.
- 2.2 The maximum amount a student can request is \$500/semester. The total amount of money that can be awarded to students through this process is \$5000/semester. Any money awarded above \$5000/semester will be at the discretion of the Board.
- 2.3 Once a student submits their plan and budget, the CCSAI Board will consider the proposal at the next Full Board meeting, provided the request is submitted at least seven days before.

- 2.4 The CCSAI Board will make a decision and inform the student within a reasonable time frame.
- 2.5 If approved, funding will be released to the student. Once the project is completed, the student will be required to submit any receipts and also provide a summary of the impact to the CCSAI one month after completion. Requests for funding shall be made to the CCSAI Advocacy and Research Coordinator for pre-approval. Purchases made without prior approval may not be reimbursed.
- 2.6 The CCSAI has the right to start or stop funding for any project at any time.

3.0 REVISION LOG

Date	Summary of Changes