

SAGBC Co-Sponsorship Policy

As a student representative body, we are often called upon to provide funds to individuals and organizations that we serve. This is often a confusing and inconsistent process as we lack criteria to determine who shall receive co-sponsorship support.

The Student Association of George Brown College Co-Sponsorship Policy is intended to provide the following:

- A clear and specific process through which individuals and organizations can apply for funding
- Articulated criteria through which funding will be provided
- Accountability measures to ensure that student fees are spent responsibly

Criteria for Co-Sponsorship:

Any group or individual applying for co-sponsorship monies must meet all of the following criteria in order to be considered for funds:

1. Applicants should be a recognized George Brown College club, organization, student representative council or full-time student.
2. Applicants must apply online to the Finance Committee at least two weeks prior to the meeting at which the proposal is to be discussed and no less than three weeks prior to the date that the funds will be required.
3. Groups or individuals applying must provide copies of the application, a detailed budget including three quotes where available, a cover letter stating the purpose, intent, and their expectations of the Student Association to the Committee Chairperson. These can be left at the Student Association office on your campus.
4. Individuals or groups applying for funds may be requested to have a representative at the Committee meeting where the proposal is being discussed to make a brief (2-3 minutes) presentation regarding the group and what is being requested from the Student Association. They should also be available to answer questions from the committee.
5. The Student Association logo must be prominently displayed on all publicity and marketing, including banners, letters, handouts, etc.

6. Funds will be allocated only to those activities that are in keeping with the Student Association Mission Statement and Organizational values.

Policies for Distribution:

1. Funds will be allocated during three donation cycles with 90% of the funding distributed equally during the fall and winter semesters and the remaining reserved for the summer semesters.
2. The Finance Committee may decide to allocate all of the funds requested or a portion of the funds requested or allocate funds contingent upon the nature of the event, for example the event meets its fundraising objectives.
3. No individual will be allocated more than \$250 in an academic year.
4. No group of students will be allocated more than \$350 in an academic year.
5. No organization will be allocated more than \$650 in an academic year.

Applicants will be accepted and reviewed by the Finance Committee, which will then make decisions on behalf of the Student Associations Board of Directors. The Committee will determine who receives co-sponsorship money and their decisions are final.

Applicants that are requesting the use of facilities or services of the Student Association may be required to co-ordinate activities with other committees of the Student Association such as the Events Committee. Wherever a proposal indicates that services of facilities of the College or the Student Association are going to be used, the proposal must indicate and prove that appropriate approvals have been granted.

Following the successful execution of the co-sponsored event, the Student Association must receive a complete financial accounting of monies spent, including appropriate receipts. Individuals or groups that do not prepare a report for the Student Association will not be eligible for future co-sponsorship funding.

Any Committee member who is a member of the applying group must declare a conflict of interest and refrain from voting on this particular item.