

Trinity Western University Student Association

Funding Request Instructions

Please also read:

- [TWUSA Policy Manual](#)
 - VII. Student Proposal Guidelines.

1. Applying for Funding

Fill out the funding request form found at:

www.twusa.ca/fundingrequest

In order for a Funding Request to be considered by the Proposal Advisory Committee (PAC) and the TWUSA Council, the Funding Request form must be completed before Wednesday at 4pm to be considered for the following Tuesday at TWUSA Business Meeting (TBM).

Be prepared for a potential email from the Proposal Advisory Committee asking questions or making changes to the proposal.

Note: No funding requests will be considered if the event or proposal purpose has already occurred. All requests must be submitted early enough to be reviewed on Wednesday after 4pm and then voted on the following Tuesday.

Note: If the funding request is for an event, the proposer must speak to Sodexo (catering@twu.ca) regarding food and use the Student Life Event Portal www1.twu.ca/eventapproval for booking the event.

Note: According to the TWUSA Policy Manual (VI. Student Proposal Guidelines), any group or individuals that are or have the option to be associated with a school or faculty or other TWU department are required to seek alternative funding prior to making their proposal to the TWUSA Council and prove that they have exhausted all other options.

Note: Funding can also be denied for any reason that the TWUSA Council deems necessary.

Note: TWUSA has the authority to deny any funding request. Reasoning for this decision will be primarily based on Appendix A: Terms and Conditions for Funding Requests and TWUSA's Policy Manual and Bylaws. If a club feels a funding request is denied without cause, this may be appealed to the TWUSA Senate.

2. Attend TWUSA Business Meeting (TBM)

After completing the form by Wednesday at 4pm, the proposer or another designated representative must attend a TBM to present the proposal.

Tuesdays 1:30-2:45pm in the Board of Governors Room 2nd floor Reimer. Dress code: Business Casual (as per Policy Manual IX.L.).

The proposer or representative will present the proposal to the TWUSA Council and explain their objectives, expenses, describe any fundraising done, and the evaluation plan. This information will be displayed on the screen as submitted in the funding request form.

The floor will be open for anyone to ask questions about the funding proposal. The Representative Assembly will then vote to grant funding.

3. Post-Proposal Report – Funding Request

After receiving funding, the proposer will receive a Post-Proposal Report (via email from TWUSA Vice President of Academic Relations) that must be filled out and submitted with the disbursement request form (explained in the following section). This report is meant to evaluate use of the funds and explore areas of achievement and improvement.

Note: The Post-Proposal Report will be reviewed by the Proposal Advisory Committee for the quality and thoroughness of response. The report will be used to evaluate any future funding requests.

4. Disbursement and Receiving Funds

After attending TBM and receiving approval for funding, the proposer will make all purchases necessary and save all receipts and/or invoices.

After the event (or other approved use of funds) is complete, the proposer will fill out the Post-Proposal Report they received and evaluate the use of funds and effectiveness based on the evaluation plan they described in their proposal.

The proposer will also fill out the Disbursement form found at: www.twusa.ca/disbursement (Instruction picture found in Appendix B)

The completed Post-Proposal Report and Disbursement form will be printed out and stapled together with all receipts and/or invoices. This

completed funding package will be submitted to a TWUSA member on shift in the TWUSA Office.

ALL THREE COMPONENTS MUST BE PRESENT TO RECEIVE FUNDING.
(Post-Proposal Report, Disbursement Form, and Receipts/Invoices)

The submitted funding package will be reviewed by TWUSA and upon review and approval, a cheque will be created and will be available for pick up the following Thursday in the TWUSA Office. The proposer will ask the TWUSA member on shift to retrieve their disbursement cheque for them.

Any questions about this process should be emailed to the current Vice President of Academic Relations.

APPENDIX

Appendix A: Terms and Conditions

Trinity Western University Student Association Terms and Conditions

Terms and Conditions

In order for a Funding Request to be considered by the TWUSA Council and the Proposal Advisory Committee (PAC), the Funding Request form must be completed and submitted before Wednesday at 4pm to be voted on the following Tuesday. The form must be submitted to the Vice President of Academic Relations with enough time before the event or time of needed funding to be received by Wednesday and voted on the following Tuesday.

The following is a list of specific terms and conditions in order to receive funding from the TWUSA Council:

1. The TWUSA Council and the Proposal Advisory Committee will only consider requests for funding that align themselves with the policies outlined in the Policy Manual and Association Bylaws.
2. The TWUSA Council and the Proposal Advisory Committee will not consider any requests that are in direct violation of the Student Handbook, the Student Association Mission Statement, and/or the mission of the University.
3. The TWUSA Council and the Proposal Advisory Committee will only consider requests for funding that further the goals of the TWUSA Council as outlined in its constitution.
4. Groups may not receive more than \$2,000.00, in total, in funding per administrative year (April 1st to March 31st) and may not receive more than \$1,000.00 per semester.
5. The TWUSA Council will not support costs for the benefit of non-students. Funding will only be granted for requests that benefit students of Trinity Western and the student members of the group requesting funding.

6. The Proposal Advisory Committee will not consider requests made for funding after the event has taken place. The request must be made with enough time to be received on Wednesday and voted on the following Tuesday prior to the duration of the event or reason for funding.
7. Funding granted by TWUSA shall only be used for the purpose applied for with receipts for verification. Any unused portion shall be returned to the TWUSA proposal budget.
8. Should the grant be approved by the Proposal Advisory Committee and then the TWUSA Council, a Post-Proposal Report must be completed and submitted with disbursement form, and receipts in order for the TWUSA Council to keep an accurate account of how its funding has been used. This Report should include a summary of how the money was used and if used for an event, how the event went and what the total attendance was. Funding will not be reimbursed until this report is submitted.

In the event that a funding request is approved for the month of April, the Post-Proposal Report must be received no later than April 15 of the current year. In order to ensure the possibility of future funding, it is important to complete a Post-Proposal Report.

Reasons for Denying a Funding Request

In order for funding requests to be granted, clubs or groups must abide by all of the terms of the Student Association Bylaw XI. Common reasons for denying a request are:

1. The group making the request has failed to meet any of the terms listed above.
2. The group has already received the maximum Funding Request allowance of \$2,000.00 in the administrative year or \$1,000.00 in the current semester.
3. The group has not submitted a budget for their proposal, or confirmed their event with Sodexo and Student Life (if applicable).
4. The request only benefits internal members and does not have the potential to impact the entire student body.
5. The group has submitted a budget that is inaccurate and/or unrealistic as according to the Proposal Advisory Committee.


Note: All individual circumstances will be taken into account when a grant application or funding request is considered.

IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT ALL NECESSARY TERMS
HAVE BEEN MET IN ORDER TO RECEIVE FUNDING.

Appendix B: Disbursement Form Instructions

Fill out everything in BLUE and put Proposal Budget as the department.

Note: Payable to section should be filled out with cheque recipient information.

 TRINITY WESTERN UNIVERSITY (Company # 03)		TWUSA Disbursement Request Form																																									
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Cheque Delivery: <input type="checkbox"/> External mail _____ <input type="checkbox"/> Campus mail _____ <input type="checkbox"/> Call Local # _____		For Financial Servcies use only: Invoices over \$1,000 <input type="checkbox"/> Prepaid expense (next fiscal year) <input type="checkbox"/> Capital Asset _____ <input type="checkbox"/> Not Capital Asset _____																																									
		Cheques to individuals: <small>(Y/N, Yes or No)</small> <input type="checkbox"/> Advance request (Cheque or cash) <input type="checkbox"/> Original receipts/invoices attached <input type="checkbox"/> Independent Contractor Agreement <input type="checkbox"/> Honorarium - T4A eligible Social Ins. # _____ - _____ - _____																																									