



## **REPORT OF THE FUNDING COMMITTEE TO LEGISLATIVE COUNCIL**

### **NOVEMBER 17, 2016**

Evaluation of previous funding protocols has revealed that the current process utilizing Wufoo is fragmented, overly complex, and requires a great deal of staff time. We have been working to ameliorate the funding process to make sure that SSMU is:

- Eliminating unnecessary human resource burden;
- Ensuring that funds are dispersed in a timely fashion; and,
- Making the funding application process as streamlined and accessible as possible.

#### **CURRENT STATE:**

- The application portal has been launched and has received retroactive applications along with a steady stream of incoming applications in line with the new rolling application process
- The Funding Committee has been struck and has met twice to review the funding applications
- Vetting of grant management software, with a final purchase of Sumac (Customer relationship management with database functions)

#### **NOTABLE IMPROVEMENTS:**

- Streamlining the application as well as providing educational supports has significantly improved the quality of applications, thus allowing the Funding Committee to evaluate them at an improved pace
- Eliminating second installments has alleviated the increased burden on human resources
  - Positive feedback has been received regarding the staggered timelines; Clubs apply when they are more prepared, again improving the quality of applications
- Eliminating the One Fund rule has also significantly reduced unnecessary human resource burden and has allowed for more concentrated feedback and support for applicants

#### **NEXT STEPS:**

- Launching the Sumac application portal with an emphasis on:
  - Migrating existing data from Woof to assist with gaining a comprehensive understanding of funding history (as a support to increase accountability outcomes)
  - Report-back portal for post-event reports including auditing requirements (postbudgets, receipts, supporting documentation, etc.)
  - Application portal for launching at the start of the Winter 2017 semester
- Amending the Internal Regulations of Finances to:



- Embed the enhanced funding protocol (second installment and application requirement changes)
- Better align with Funding practices that meet the needs of students, eliminating historical patterns of Funding administration that are not in line with SSMU policies (E.g. Ambassador Fund stipulates only academic expenditures; however, historically has been used for other co-curricular excursions)
- This also aligns with other work being undertaken to ameliorate governing documents and policies to be relevant to their current operations and improving policy literacy
- Continuing to Analyze historical funding information to inform best practices for SSMU Funding

Respectfully Submitted,

**Arisha Khan**  
**SSMU Funding Commissioner**