Funding Protocol



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Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

ssmu.ca | 3501 rue Peel, Montréal, QC, H3A 1W7

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1. Funding Applications

1. All Funding Applications must specify the following:
    a. the specific Fund being applied to; ~~from which funding being requested;~~
    b. the ~~amount of~~ Funding amount being requested;
    c. a description of the Applicant; ~~group requesting funding;~~
    d. a description and timeline of the Initiative for which Funding is being requested;
    e. a justification of why the Initiative should be funded;
    f. the specific expenses being Funded;
    g. a comprehensive budget of the Initiative; ~~, showing all expected revenue and expenses for the Initiative;~~ and
    h. ~~an~~ the annual budget of the Applicant ~~group~~, where applicable.

2. Retroactive Funding

1. Retroactive Funding shall be the preferred form of Funding of the Society.

2. The Committee of the Fund may approve, by Simple Majority vote, the immediate disbursement for a Retroactive Funding Application.

3. Retroactive Funding Applications must include the following documentation:
    a. a budget containing the revenue actuals and expense actuals of the Initiative;
    b. documentation of each expense actual, such as itemized receipts, invoices, etc…;
    c. documentation of each revenue actual, such as ticket sales report, cheques, etc…;
    d. all unredacted bank statements starting from two (2) months before the Initiative to one(1) month after the Initiative;
    e. the void cheque;
    f. documentation of the completed Initiative, such as images, recordings, etc…; and
    g. other information as requested by the ~~Funding~~ Committee of the Fund.

3. Pre-Approved Funding

1. The Committee of the Fund may approve, by Simple Majority vote, to provide a non-binding Funding commitment for a Pre-Approved Funding Application.

2. The Committee of the Fund must specify the following for the Funding commitment:
    a. the maximum amount of Pre-Approved Funding;

b. the specific expenses or category of expenses that would be Funded;
c. the manner the Applicant must include the Society's logo and recognize the Society as a sponsor; and
d. the required documentation for the Post-Initiative Report.

3. The documentation in the Post-Initiative Report for a Pre-Approved Funding must follow the same documentation regulations of the Retroactive Funding Application as listed in **section 2.3**.

4. After receiving the Post-Initiative Report for the Pre-Approved Funding, the Committee of the Fund must disburse Funding according to each initially approved expense with the proper documentation.

    a. The Committee of a Fund may approve, by a two-thirds (⅔) majority vote, to disperse Funding for each individual expense with insufficient documentation.

5. Pre-Approved Funding Applications must include, if possible, the following documentation :
    a. a budget containing the revenue and expense of the Initiative;
    b. documentation of each planned expense, such as quotes, contracts, etc…;
    c. documentation of each planned revenue, such as historical sales data, etc…;
    d. the latest unredacted bank statement;
    e. a void cheque;
    f. documentation of the Initiative, such as advertisements, schedules, etc…; and
    g. other information as requested by the Committee of the Fund.

4. Proactive Funding

1. Proactive Funding Applications must justify the necessity of immediate disbursement as opposed to a Pre-approved Funding.

2. The Committee of the Fund may approve, by Simple Majority vote, the immediate disbursement of 50% of approved Funding for a Retroactive Funding Application.

    a. The remaining 50% of approved Funding may be disbursed after receiving the Post-Initiative Report for the Proactive Funding.
    b. For approved Funding totaling $500 or less, 100% of the approved Funding may be immediately disbursed, by a two-thirds (⅔) majority vote.

3. The documentation in the Post-Initiative Report for a Proactive Funding must follow the same documentation regulations of the Retroactive Funding Application as listed in **section 2.3**.

4. The Committee of the Fund may approve, by Simple Majority vote, Pre-approved Funding instead of Proactive Funding for a Proactive Funding Application if the request for immediate Funding is determined to be not necessary.

5. Proactive Funding Applications must include, if possible, the following documentation :
    a. a budget containing the revenue and expense of the Initiative;
    b. documentation of each planned expense, such as quotes, contracts, etc…;
    c. documentation of each planned revenue, such as historical sales data, etc…;
    d. the latest unredacted bank statement;
    e. a void cheque;
    f. documentation of the Initiative, such as advertisements, schedules, etc…; and
    g. other information as requested by the Committee of the Fund.

5. Post-Initiative Report

1. All Pre-Approved and Proactive Funding Applications must submit a Post-Initiative Report. The Post-Initiative Report shall include:
    a. The approval of the Pre-Approved or Proactive Funding Application from the Committee of the Fund;
    b. The same documentation regulations of the Retroactive Funding Application as listed in **section 2.3**.
    c. An explanation of every discrepancy between the ~~proposed~~ budget from the Funding Application, and the budget containing the revenue actuals and expense actuals, as described in **section 2.3.a**; ~~included with the application for which funding was allocated, and the actual revenues and expenses;~~
    d. evidence of publicity guidelines being followed, e.g.: social media posts;