

# Grants Policy

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## Draft Policy Proposal

**ECA Policy Committee**

**11/4/2013**

This document outlines the proposed grants policy for the ECA's Special Project Grants program. It has been submitted for approval by Council and the Board of Directors as an official ECA policy.

## **Article I. General Provisions**

### **Section 1.01 Purpose**

- (a) The Special Projects Grant program is intended to support individual or group projects initiated by undergraduate Engineering students who are members of the Engineering and Computer Science Student Association (the “ECA”) which fall outside the scope of normal budgeted ECA and Society operations.**
- (b) These projects should have, as an objective, the advancement of academic development in an Engineering field or related discipline; the enhancement of student life for ECA members; the advancement of humanitarian, environmental, or social welfare causes relevant to ECA members; or the promotion of the interests of the ECA and its members in the greater community.**

### **Section 1.02 Grants Overview**

- (a) Special Project Grants are not transferable by the recipient(s) to any third party or successor organization, except as necessary in the reasonable course of business or as explicitly authorized by the Grants Committee.**
- (b) Once issued, grants are not reimbursable. However, all funds shall be disbursed exclusively for the purpose of reimbursing reasonable expenses incurred by projects as part of their planning or implementation.**
- (c) Any funds approved as part of a Special Project Grant that are not spent by the project shall revert to the ECA upon the project’s completion.**

### **Section 1.03 Grant Eligibility**

- (a) Special Project Grants may be issued to any active ECA Society, ECA Member in good standing, or group thereof.**

### **Section 1.04 Ineligible Projects**

- (a) Grants shall not be issued to projects required as part of any course or other academic work, which involve electioneering for any political office (either student or governmental), or which advance a political or religious agenda, with the exception of political initiatives purely intended to promote the interests of the Engineering profession, ECA members, or the University.**
- (b) All projects must demonstrate non-profit status. Business ventures, personal development initiatives, and any other projects in which any person or legal entity may have a pecuniary interest shall be ineligible for Special Project Grants.**

## **Article II. Grants Committee**

### **Section 2.01 Constitution of Committee**

- (a) A Grants Committee shall be established for the purpose of allocating funds to eligible projects and establishing guidelines for grant applications.

### **Section 2.02 Committee Membership**

- (a) The following persons shall be *ex officio* members of the Grants Committee:
  - (i) *The ECA Vice-President of Finance;*
  - (ii) *The Building and Civil Engineering Representative;*
  - (iii) *The Electrical and Computer Engineering Representative;*
  - (iv) *The Mechanical and Industrial Engineering Representative;*
  - (v) *The Computer Science and Software Engineering Representative;*
- (b) The ECA Council shall appoint two additional members of the committee, who shall be ECA Members, such that the total number of committee members is seven (7).
- (c) The ECA Council shall be responsible for the temporary appointment of substitute members in the event that one of the *ex officio* positions is unfilled or a member is disqualified due to conflict of interest.

### **Section 2.03 Conflict of Interest**

- (a) No person shall sit on the Grants Committee who is involved in any way with a Society, group, or other entity applying for a Special Projects Grant.

### **Section 2.04 Deliberations**

- (a) All deliberations of the Grants Committee with respect to the approval of applications, distribution of grant funds, and special requests from projects shall be carried out in closed session and omitted from the committee minutes, with the exception of the final results.

## **Article III. Expenses**

### **Section 3.01 Eligible Expenses**

- (a) Unless otherwise specified by the Grants Committee as part of a grant approval, all project-related expenses listed as part of the grant application shall be eligible for funding, with the exception of those specifically prohibited in these rules.

- (b) The Grants Committee may, as part of a grant approval, provide a document specifying which of the expenses listed on the application shall be eligible for grant funding. In this case, only those expenses specifically approved by the Grants Committee shall be eligible.
- (c) The Grants Committee may approve a project for grant funding in any amount, up to the total amount requested on the grant application and subject to the constraints of the total allocated amount for Special Project Grants in the ECA budget.

### **Section 3.02          Ineligible Expenses**

- (a) Special Project Grant funding may not be used for any of the following categories of expenses as a matter of policy:
  - (i) *Alcohol, except as part of a professional development or academic event where it is provided to participants;*
  - (ii) *Salaries or other remuneration to organizers, or honorariums to any person;*
  - (iii) *Capital expenses or permanent infrastructure, unless a disposal plan is provided for the equipment following the conclusion of the project;*
  - (iv) *Social events purely for entertainment purposes (social events for professional development or academic purposes are acceptable);*
  - (v) *Food, beverage, or similar expenses for the exclusive use of the project organizers;*
  - (vi) *Operational costs for shared or non-project equipment.*

## **Article IV. Submission Requirements**

### **Section 4.01          Application Guidelines**

- (a) The Grants Committee shall specify the requirements and guidelines for grant applications and shall communicate this information to the ECA Council and the Board of Directors for distribution to potential applicants.
- (b) At minimum, applications shall require a clear set of project objectives, a plan for the project to achieve its objectives, a timeline for the project, a list of resources available to and required for the project, a full proposed budget, a disclosure of all other sources of funding (secured and applied for), and a set of evaluation metrics. All applications shall also be required to describe how the proposed project will advance the mission of the ECA or the interests of the ECA's members.
- (c) The ECA Council shall establish the final submission deadlines for each semester.

## **Article V. Financial Provisions**

### **Section 5.01 Reimbursement**

- (a) Unless explicitly authorized by the ECA Vice-President of Finance, all disbursements of grant funds shall be reimbursements for incurred expenses after original receipts or invoices are provided to the ECA.**

  - (i) Reimbursement requests shall be submitted as specified by ECA financial policies and guidelines. Improperly submitted reimbursement requests shall not be honored.*
  - (ii) The ECA Vice-President of Finance may authorize other methods of disbursement at his or her discretion, provided such methods are authorized under applicable ECA financial regulations.*
- (b) No reimbursement shall be made for expenses incurred via auctions, reverse auctions, flea markets, second-hand stores, pawn shops, individual personal sellers, or any other method having an abnormally high risk of fraud or which would facilitate the improper use of grant funds, unless specifically pre-approved by the Grants Committee.**
- (c) No project organizer shall be reimbursed for the sale of his or her own property to the project, nor any services provided to the project.**