# Saitsa*

## SAIT Students' Association

**Student Grant Program**

**Policies & Procedures**

**Created:** July 2017

**Last Revised:** June 2021

# Table of Contents

| Subject | Approved by: | Approval Date: | Revision Date |
|---|---|---|---|
| Saitsa Student Grant Program | BOD | July 10, 2017 | October 5, 2020 |
| | EC | July 20, 2017 | October 26, 2017, July 24, 2018 June 7, 2021 |

## PREAMBLE

Saitsa supports students in their pursuit of higher education and passion for learning. Saitsa recognizes that knowledge and skills are not only developed in a classroom setting, but also through various initiatives where students can engage with new materials and network with likeminded individuals. Providing students with funding to conferences, competitions, training, and other events is a method Saitsa can utilize to ensure SAIT students are graduating with the confidence that they will achieve their goals. The Saitsa Student Grant Program seeks to build a community where students can learn, lead, and be exceptional.

## MISSION

To provide Saitsa members with the opportunity to participate in professional development, which enhances skillsets, promotes change, cultivates leaders, and fosters new ideas.

## VISION

To support Saitsa members in achieving their goals and aspirations.

## DEFINITIONS

**Academic year**
Refers to September 1 to August 31 of any given year.

**Event**
For consistency, the term 'event' shall subsequently refer to any type of professional conference, seminar, training, etc. the applicant is requesting grant funds for.

**Graduating Student**
Refers to fee-paying members in their final semester immediately prior to graduation.

**Grant period**
Refers to a specific time period during the academic year when grant applications are accepted and a certain percentage of funding is allocated. These time periods are subject to change each academic year as determined by the Executive Director and in consideration of the Saitsa fiscal year. The grant periods are as follows:

> July – August
> September – December
> January - June

**Itemized Receipts**
Receipts submitted for reimbursement must contain the business' name, date, items purchased, price of each item, total amount of bill and method of payment.

**Semester**

Refers to the period of time allotted in SAIT's academic calendar and, in the case of Apprentice programs, refers to their current classroom instruction period.

## POLICY STATEMENTS

**1.0** The Saitsa Student Grant Program is intended to fund professional development opportunities to foster skill-building and networking. In order to be eligible for the grant, students must be current Saitsa fee-paying members.

**2.0** The Student Grant Program is intended to cover enough expenses to allow the applicant the opportunity to effectively participate in the event(s) they are planning to attend. Each applicant may receive a maximum of $500.00 per academic year.

**3.0** Saitsa appreciates and values all who apply for the grant; however, due to limited funds, the grant will be awarded on a first-come, first-serve basis per grant period until all available funds are exhausted.

**4.0** The Executive Director and Manager, Governance and Advocacy shall designate which Saitsa staff members are responsible for administering the program. These staff members will review each application and reserve the right to approve or deny applicants based on completeness of the form and eligible funds.

**5.0** Applications are to be reviewed and approved by two staff members prior to the reimbursement being approved.

**6.0** The Student Grant Program will be sufficiently funded each academic year to ensure the program is able to achieve its mission and vision.

## PROCEDURES

**1.0 Eligibility**

1.1. In order to be eligible for the grant, applicants must be Saitsa fee-paying members during the academic year of application submission.

1.2. Grants may only be used to fund professional development opportunities including but not limited to:
   a. Conferences & seminars
   b. Case competitions
   c. Guest/keynote speaking
   d. Industry events
   e. Certification training (i.e. first-aid, fall prevention, food safety, etc.).

1.3. Saitsa recognizes the following expenses for reimbursement, including but not limited to:
   a. Registration fees (conference or competition fee, certification training fee, etc.)
   b. Accommodation (hotel, hostel, etc.)
   c. Travel/transportation to/from the event (air fare, train or bus ticket, taxi, gas mileage etc.).

1.4. Saitsa members may receive up to $500 per academic year. Members may apply multiple times per year, but the total amount received cannot exceed $500 per academic year.

1.5. Applicants who do not request the full $500 within the two grant periods are eligible to continue applying until the full $500 is exhausted. Applicants who have not yet received a grant will be given priority over those who have previously been approved.

1.6. The amount awarded will be determined by the designated staff, who will review applications on a first-come, first-serve basis per grant period. Applications shall be reviewed in the order they are received until all program funds are exhausted for that grant period. Grant funding will not exceed the budgeted amount.

    a. A waitlist will be established for each grant period; however, should applicants on the waitlist not be accepted within that grant period, they are required to reapply when the next grant period commences.

1.7. Applicants applying to an event within Calgary shall only be eligible for reimbursement on registration/processing fees.

1.8. Grant funding shall only be provided for five (5) individuals for one single event. If an entire club should wish to attend an event, it is recommended to seek funding from external funders (i.e. industry).

1.9. Returning or graduating students are eligible to apply up to four (4) months beyond the completion date of their program.


Application Process

1.10. Applicants must submit a Student Grant Application Form in full, as found on the Saitsa website. Incomplete or incorrectly completed applications will not be accepted.

    a. Applicants are required to select a date for their event (in the case multiple dates for training/event, the start date is appropriate). Applications will not be accepted without a date indicated on the form.

1.11. If a successful applicant is unable to attend their approved event and opt to reschedule, they must inform the designated staff members. The designated staff may opt to allocate the previously approved funding to the applicant's rescheduled event date. If denied, the applicant must reapply.

1.12. If applying as part of a Saitsa-recognized club, each individual member must fill out a separate application form. Forms for multiple applicants will not be accepted.

1.13. Applications submitted after the event has taken place will be considered only if the event took place in the current grant period.

1.14. Applications are to be approved once the SAIT Add/Drop deadline for the current semester has passed.


## 2.0. Distribution & Reimbursement

2.1. The designated staff shall review applications on a regular basis.

    a. The designated staff shall review each application in turn.

    b. The first review shall determine if the amount to be reimbursed is accurate, and that the amount reimbursed shall not exceed limits defined in this policy. This review shall also verify information of the requested event or program.

c. After its first review, the application will be reviewed by the second designated staff member. The second review shall determine if the application is compliant with the program's policies and procedures, and aligns with Ends policies set by the Board of Directors.

2.2. The designated staff shall notify all applicants of the final decision regarding their application within one (1) week of the decision being made.

  a. Unsuccessful applicants are to be informed of the reason(s) for their application being denied.

  b. Successful applicants are to be informed of the expectations and requirements of them should they choose to accept the grant.

2.3. Successful applicants are required to submit itemized receipts for all expenses either in person or electronically.

  a. Itemized receipts must be submitted within thirty (30) days following the event to receive reimbursement. Applicants may be given a final grace period of up to seven (7) days to submit missing receipts.

  b. In the case of shared expenses (accommodation, gas, etc.), applicants may submit copies of the receipt for reimbursement, but must provide the name of the individual who shared the expense and detail how the expense was shared (percentage/amount paid per person).

  c. All associated receipts must be submitted at the same time. Missing or lost receipts and/or failure to provide receipts in the given timeframe may result in the loss of part or all of the grant and ineligibility to access grant funding from Saitsa for the remainder of the academic year.

  d. Failure to submit receipts will result in the application being dismissed if receipts.

2.4. Reimbursement shall be provided after the event has officially ended, and receipts have been submitted.

2.5. Successful applicants shall be reimbursed in a manner consistent with Saitsa's accounting practices.


## 3.0. Restrictions

3.1. Grants may not be used for purposes other than the participation in professional development opportunities. Grants cannot be used to fund the following items:

  a. Any item that violates Saitsa Bylaws, policies and procedures

  b. Academic credit programs (including tuition, co-op, internships), professional memberships or job interviews

  c. Events that include participation in a social or political protest

  d. Food

  e. Entertainment purposes

  f. Personal items

  g. Alcoholic or illicit purchases

  h. Additional expenses incurred while travelling with family or friends.

3.2. Grants are only available to registered SAIT students who pay Saitsa membership fees.

3.3. If the recipient does not comply with the terms on which a fund was made, or if the information provided by the recipient is proven to be false or misleading, Saitsa reserves the right to withhold the grant from the recipient.