Start-Up Reimbursement Funding

This year, Tedi's excited to announce that he'll be giving start-up funding to both New and Returning Cubs!

Start-up Funds Reimbursement Application

* New clubs can request up to $500.00 as start-up funds within a fiscal year.

* Returning clubs can request up to $200.00 as start-up funds within a fiscal year. Clubs that have been active for less than three years will be given priority for financial assistance.

* This support can be utilized for new club start-up, other club activities, returning club assets, or approved administrative expenses at the beginning of the semester or when starting a club.

* The allocation of funds is limited within each fiscal year, and therefore, financial assistance will be provided on a first-come, first-served basis, as approved by the Student Experience Coordinator, Clubs.

* Start-up reimbursement funding application should be made within one (1) month from the time purchases and/or administrative expenses were paid. Applications beyond one (1) month after the event/purchases were made will not be accepted.

* The Student Experience Coordinator, Clubs shall review and approve eligible applications for start-up funding requests.

How to apply for Start-up Funds Reimbursement

1. Spend up to $500.00 for new clubs, and $200.00 for returning clubs, upfront, either in increments or the entire amount at once.

2. Submit the Club Start-up Funding Application Form found in the Tedi's Clubhouse Portal within one (1) month from the time purchases and/or administrative expenses were paid.

3. Upload a copy of the receipt as proof of purchase. A receipt is mandatory, not optional. Any receipts beyond one (1) month will not be accepted.

4. The amount spent will be deposited into your Saitsa Issued Club Bank Account on the 15th or on the 30th of the month, depending on the intake period, to which the club has applied for reimbursement.

5. The Club VP Finance will transfer the funds from the Saitsa Issued Club Bank Account to reimburse the purchaser.

Club Grants

Tedi's giving more grants to Student Clubs this year that need funds to achieve their visions/goals! Saitsa realizes that some assistance can go a long way to get your activity off the ground.

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* All Student Club activities that will benefit Saitsa Student Club members and the SAIT Community is eligible to receive up to $3,000 of grant funding.

* On campus events food service from the Hotel Arts is eligible for a 100% up to $3,000 of grant funding.

* Promotional/branded items may be covered up to 50% of the total ordered cost.

* Funding is prioritized towards running events and initiatives that build an experience over the purchase of swag/merchandise. Clubs must meet Club Funding Eligibility requirements in order to be approved for.

* All Student Clubs are expected to do external fundraisers throughout the year, aside from relying solely from Saitsa Grants.

* The utilization of Tedi's Clubhouse Grant is intended to complement with external monetary sponsorships received by the club.

* Clubs who have received external monetary sponsorship for an event and/or project should fully utilize the external monetary sponsorship

funding first, before applying for Tedi's Clubhouse Grant.

Tedi's Clubhouse Grant Eligibility

✓ Student Clubs seeking grant must be officially recognized and registered with Saitsa.

✓ Student Clubs must demonstrate a clear mission, goals, and activities that align with the educational objectives and values of Saitsa and SAIT.

✓ Eligibility is earned when at least one club signing authority attends the Student Club's Orientation and/or club council meetings.

✓ Additionally, an in-person meeting with the Student Experience Coordinator, Clubs to discuss event strategy is required before application.

Tedi's Clubhouse Grant Do Not Cover

✗ Direct donations to charities.

✗ The purchase of alcohol.

✗ The purchase of cannabis.

✗ Repayment of loans.

✗ Purchase of bid items for silent

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auctions.

✖ SAIT hosted activities – activities must be hosted and run by the student club.

✖ Items purchased prior to grant funding approval.

✖ Gifts for club members.

✖ Gifts for graduation and Year End Celebrations.

✖ Subsidies for merchandise or attendance fees for SAIT Staff, Alumni and non-SAIT guests.

Tedi's Clubhouse Grant Compliance Agreement

✔ The clubs will fulfill the required Club Orientation attendance and in-person event proposal before applying for a grant.

✔ Expenses incurred that are not listed in the grant funding request will not be covered by the grant. These expenses are the club's responsibility.

✔ All receipts relating to the grant must be submitted to the Student Experience Coordinator, Clubs on or before the close-out date indicated on the grant approval email, or the club will be held financially responsible.

✔ Clubs must adhere to attendance tracking for grant funded events.

✔ Lost receipts will not be honoured, only approved expense with receipts that have been submitted to the Student

Experience Coordinator, Clubs will be covered by the grant.

✔ Accept the funding status and the Grant Reviews Committees' decision as final.

✔ Any Saitsa Club Executive, or Saitsa Club member can participate on the Grant review, given that your club does not have an application submitted for that grant intake.

✔ The Grant Review Committee is made up of Saitsa Club Executives and Saitsa club members at large.

✔ To express interest in participating on a Grant Review Committee, submit an email request to the Student Experience Coordinator, Clubs at saitsa.clubs@edu.sait.ca containing the email subject "Grant-Review Student Committee Participation Request"

Before Applying for Tedi's Clubhouse Grant

✳ Consider the amount of money being requested and the number of students that benefit from it. These funds come from Saitsa student membership fees. We suggest when considering for grant funding if your fellow students would benefit/approve this request.

✳ Each activity/project is its own separate grant proposal. Clubs may submit more than one application per intake period.

* It is the club's responsibility to ensure the application is complete and all required attachments are submitted by the deadline dates.

* Grants must be submitted by 12pm for each intake deadline. Late applications are not accepted, no exceptions.

* Research your event/initiative and all the expenses you may encounter. Approved grants will only cover what is listed in your application, make sure it is detailed and specific.

* During your application, you are required to provide pricing screenshots or initial quotes to back up your budget research. These are key decision-making documents. A submission with attention to detail that reflects cost research increases the chances of funding.

* Pay attention to and plan your events accordingly. Events should take place in three months, to a minimum of one month after the intake deadline. This allows proper timing to receive notification of fund transfers and event promotion/sales if applicable for your event.

How to Apply for Tedi's Clubhouse Grant

When applying for grants, consider the timeline to effectively organize and promote your activity. It is the club's responsibility to ensure the application is complete and all required attachments are submitted by the deadline.

1. Go to the Tedi's Clubhouse Portal at: Sait.campuslabs.ca/engage/

2. On the Left Navigation Menu, Select Forms.

3. Choose the Grant Application Form

4. In the Grant Application Form choose only one Budget header that best identifies your type of request from the following list:

    a. Event Funding

    b. Branded Merchandise

    c. Conference/Competition Attendance

1. Give your application a title and provide a brief description.

2. Complete the Additional Information Section of the form. Give the event/project information, logistics, risk management, agreements, etc. Be specific and detailed on this section.

3. Complete the Budget Section. Give an estimated budget on this section. Upload quotes and pricing screenshot. Provide details. You may choose to use a spreadsheet image to capture pricing if it involves numerous entries.

4. Complete the Club Contribution Section. This area is designed for you to indicate funds that the club is going to use from other resources (club funds, ticket sales, sponsorship,

partnership) for the project/activity. If your club does not have any club contributions you will still need to fill it out indicating a zero. The "Club Contribution" section subtracts from the main total to accurately reflect the amount of grant funds being requested.

5. Ensure to put and correctly calculate the amount you are requesting for, in the Total Requested section of the application form.

    a. Submit well before 12:00 pm on the grant intake deadline date.

    b. Late applications are not accepted, no exceptions.

After Applying for Tedi's Clubhouse Grant

All grants will be reviewed by the Grant Review Committee.

★ Applications will only be reviewed for clubs in good standing and completed criteria for grant eligibility.

★ The Grant Review Committee is made up of Saitsa Club Executives and Saitsa club members at large.

★ The Grant Review Committee will meet approximately one week after the grant application deadline, and decide whether to award full, partial, or decline funding.

★ All funding requests are subject to the availability of funds, the application

information, and the number of grants submitted for the intake.

★ The Student Experience Coordinator, Clubs will notify grant applicants through an email, once a status is reached.

★ Do not spend any funds for your grant project until you are approved.

★ Do not proceed beyond a quote and/ or collect funds until you have received grant approval.

Approved Tedi's Clubhouse Grant

✓ Once an approval has been received, the approved amount will be deposited to the Saitsa Issued Club Bank Account. Within 2 weeks from the grant application deadline.

✓ Clubs can then spend the money for their initiative.

✓ Ensure all members of your club are aware of grant procedures and inform them of what funds were awarded and what receipts need to be submitted.

✓ All receipts relating to the grant must be submitted to the Student Experience Coordinator, Clubs on or before the close-out date indicated on the grant approval email, or the club will be held financially responsible.

✓ Expenses not listed in the grant budget section of the application will not be covered.

- ✓ Lost receipts will not be honoured, only approved expense receipts that have been submitted on or before the grant close out date will be covered by the grant.

- ✓ If the date of a club event involving grant funds changes, it is the responsibility of the club to notify the Student Experience Coordinator, Clubs for the grant close out date to be changed.

Tedi's Clubhouse Grant Close Out Date:

- ✻ Pay attention to your close out date! This is the date that you have submitted all invoices and receipts relating to the grant. The Close-out date will be indicated on the grant approval email.

- ✻ This is an important date that must not be missed. If the deadline passes and receipts and payments are not completed by your deadline, funds are automatically reclaimed. No exceptions. No receipts = reclaim of funds.

- ✻ If your project or activity date changes and impacts timelines, ensure you request close out date extensions. You can change your close out date by emailing the Student Experience Coordinator, Clubs at **saitsa.clubs@edu.sait.ca** before the deadline passes. Saitsa Clubs is not responsible to remind grant club awardees of their deadlines.

After Close Out Date

- ✻ Clubs that come under budget do not get to keep unused funds in their account. An automatic reclaim of unused grant funds will occur after the close out date.

Denied Tedi's Clubhouse Grant Applications

Declined funding occurs if:

- ✗ There is insufficient information and/or missing information in the application. All student club applicants must be specific and correct in calculating requested amount.

- ✗ The club did not fulfill eligibility requirements by the grant deadline.

- ✗ There is no Event Proposal submitted/ if Event Proposal was unapproved.

- ✗ The project/activity is considered less beneficial than other applications in an oversubscribed grant intake.

- ✗ The club is not in good financial standing.

- ✗ The request is not something that Saitsa would approve (cannabis, alcohol, etc).

If your grant has been denied, clubs may re-apply in a future grant intake. Please note that the project/activity timeline will have to be changed to at least a month after the grant intake, if approved.