

Project/Event/Training Fund Application Form

RPIRG Mission Statement

The Regina Public Interest Research Group (RPIRG) is a student-run, student-funded non-profit organization dedicated to community-based research, education, action and awareness in the public interest. RPIRG exists to provide its members with the resources to be active citizens on the University of Regina campus and in the greater community.

Statement of Values

RPIRG is committed to the following values in all of its work:

- consensus decision making
- non-partisanship
- autonomy/independence
- environmental sustainability
- plurality and diversity
- accountability and transparency to our membership
- social equality and anti-oppression
- public interest over private interest
- fostering participatory democracy and engaged citizenship

General Information

The Project/Event/Training Fund provides one-time funding and support to help groups and individual students to:

- Organize a speaker or speaker series with specific start and end dates
- Organize an event event or series of events with specific start and end dates
- Undertake a project with specific start and end dates
- Receive training or attend a conference if part of a larger project or mandate

Deadlines

Funding deadlines are October 1, November 1, February 1 and March 1 of each year. If these dates fall on a weekend or holiday, applications will be due on the following business day.

Application Process

- 1 Read this form carefully. Contact RPIRG at (306) 337-2420 or info@rpirg.org with any questions.
- 2 Complete the application. Include as much information as possible about what types of support you require from RPIRG (e.g., funding, office support, web space, etc.). Funding requests **must** include a clear and complete budget.
- 3 Submit your proposal to RPIRG. While hard copies are accepted, **electronic copies are preferred**. Email proposals to info@rpirg.org.
- 4 An RPIRG staff or board member will contact you with any further questions or needs for clarification.
- 5 The RPIRG Funding Committee will review your proposal and make its recommendations to the RPIRG board. You will be notified of the board's decision **within 4 to 6 weeks of the**

application deadline.

APPLICATION FORM

Please provide the following information:

SECTION 1 - APPLICANT INFORMATION

- 1 Date of application
- 2 Name, phone number, email and student ID number of applicant or group representative.
- 3 Name and brief description of the mandate, goals and activities of the group you represent (if applicable).
- 4 Specify whether you are requesting funding to organize an event, conduct a project, or attend a conference/receive training.
- 5 Background information about yourself or your group, including past experience, interest in the project/event/training session subject matter, and any other relevant information.
- 6 If applying for training/conference funding, you must clearly explain how your experience relates to a larger project or mandate (e.g., how will you bring your learning back into the community?)

SECTION 2 – EVENT/PROJECT/TRAINING INFORMATION

- 1 Project/event/training name, dates, and locations.
- 2 A brief description of the project/event/training, including mandate, objectives (short and long term)
- 3 A brief summary of your project including your advertising/communications strategy.
- 4 A timeline of activities related to the project/event/training.
- 5 How will the University of Regina and/or the larger community benefit from your project/event/training? Will a new perspective or information be presented?
- 6 How is project/event/training compatible with RPIRG's Mission Statement and Statement of Values?

SECTION 3 – FINANCIAL INFORMATION

- 1 A complete budget, including travel costs, speaker fees, accommodations, printing/advertising costs, and all other costs.
- 2 Ensure that your budget **clearly states the amount of funding request from RPIRG**. In addition, include information about which other organizations you have approached for funding, the amounts you requested, and the amounts you have received or expect to receive.
- 3 If you are not requesting funding, please outline the types of support you are requesting from RPIRG.

SECTION 4 – FOLLOW-UP

Funding recipients must agree to fulfill the following requirements of funding:

- Use the RPIRG logo on all promotional materials for the event.
- Name RPIRG as a supporter of the event by public announcement.
- Provide an appropriate number of complimentary tickets for the event to RPIRG (to be negotiated on a case-by-case basis, taking into account the budget of the event, the size of the RPIRG grant and the average ticket price).
- Sign and complete an agreement form.
- Provide RPIRG with receipts for expenses following completion of the project/event/training.

- Complete the appropriate RPIRG fund disbursement and/or reimbursement forms.
- Provide RPIRG with a final summary, including a revised budget, within 30 days of the completion of the project/event/training.
- Give a short public presentation about their project/event/training at RPIRG events such as the AGM or Open House.
- Fulfill any additional requirements as outlined in the funding approval letter provided by RPIRG upon approval of the project/event/training.
- A project/event/training will be considered active up to 30 days following the proposed end date, at which point the final summary and evaluation is due.
- Project/event/training grant funds will be available up to 30 days following the proposed end date. Should the original end date change, the applicant may request an extended project/event/training period from RPIRG.
- At the end of the active project period, or the agreed upon extension period, and with no further notices, project/event/training grants funds will be reabsorbed into the RPIRG Project/Event/Training Fund. The grant recipient will no longer have direct claim to those funds.
- If the recipient wishes to dissolve the project/event/training, they will submit a letter of dissolution to the RPIRG Board of Directors, along with a final report.

If you have any questions, concerns or comments, please contact RPIRG at (306) 337-2420, info@rpirg.org, or drop by our University of Regina office 224 Riddell (behind GBLUR).