

# Project, Event, and Training Application

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## 1. Information about 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
- environmental sustainability
- plurality and diversity
- autonomy/independence
- accountability and transparency to our membership
- social equality and anti-oppression
- public interest over private interest
- fostering participatory democracy and engaged citizenship

## 2. Definitions of Projects, Event, and Training

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

- A **Project** is defined as a series of activities or events coordinated to reach a particular goal with specific start and end dates. For example, organizing a campaign with multiple aspects over a number of days or weeks.
- An **Event** is defined as one activity with a particular goal. For example, a fundraiser, rally, or speaker.
- **Training** is defined as partaking in an educational initiative as part of a larger project of mandate. For example, attending a workshop or conference.

## 3. Funding Deadlines

Applications are due any time before midnight on one of our four yearly application deadlines:

Fall Semester:	October 1
	November 1
Winter Semester:	February 1
	March 1

If these dates fall on a weekend or holiday, applications will be due on the following business day. Funding will not be granted outside of these funding rounds.

## 4. Application Process

### To apply:

- Complete each section of the application form as directed, and include as much information as possible in each section. Funding requests **must** include a clear and complete budget.
- If you have questions about the application, or wish to meet with someone about a draft of your application, please call 306.337.2420 to set up an appointment with one of our staff.
- Submit your completed application to RPIRG by emailing it to [info@rpirg.org](mailto:info@rpirg.org) before midnight of the deadline. While hard copies are accepted, you also **must submit an electronic copy**.
- An RPIRG staff or board member will contact you if anything in your application needs clarification, or to inform you that it is complete and has been received.
- The RPIRG Applications Assessment Committee will review all of the applications and make funding recommendations to the RPIRG Board of Directors. You will be notified of the Board's **decision within 2 to 4 weeks** of the application deadline.

### If approved:

- You will be required to set up a meeting with our staff to go over the funding parameters and follow-up reporting requirements.
- A follow-up report will be due 30 days after your project, event, or training has been completed.
- Funds will be available up to 30 days following the proposed end date (should the original end date change, the applicant may request an extension from RPIRG). At the end of this period, funding will be reabsorbed by RPIRG, or must be reimbursed if unused.
- If at any time the funding recipient wishes to dissolve or cancel the project, event, or training, they will submit a letter of dissolution, a final report, and remit any unused funds back to RPIRG.

## 5. Follow-up Reporting Requirements

(To be completed after funding has been granted.)

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

- Placing the RPIRG logo on all promotional materials.
- Name RPIRG as a supporter of the event by public announcement.
- Provide an appropriate number of complimentary tickets for the event or project 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) in order to allow for Board of Director and staff attendance.
- Providing a copy of all promotional materials made available to the public, or publications produced.
- Give a short public presentation, if requested to do so, about the project, event, or training to the RPIRG Board of Directors or at the RPIRG AGM.
- Fulfill any additional requirements as outlined in the funding approval letter provided by RPIRG upon receipt of funding, as requested.
- Submit a follow-up report no longer than 30 days after the completion of your project, event, or training, including:
  - An activities section including achievements, learning experiences, digressions, and an outline of planned future activities (portions of this section may be included in the RPIRG annual report or on the RPIRG website).
  - A financial section based on original budget projections. Include brief explanations for deviations from the original. Financial report must include **all receipts** and appropriate supporting documentation.
  - Pictures of your project, event, or training experience.

**SECTION 1 - APPLICANT INFORMATION**

1. Date of application.
2. Name, phone number, email address, and Student ID number of applicant or group representative.
3. Specify whether you are requesting funding to conduct a project, organize and event, or attend a conference/receive training.
4. Provide the name and a brief description of the mandate, goals, and activities of the group you represent, or, if you are an individual, please describe your own goals (150 words).
5. Provide background information about yourself or your group, including past experience, interest in the project, event, or training session subject matter, and any other relevant information (150 words).
6. If applying for conference funding or to receive training, 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, OR TRAINING INFORMATION**

7. Project, event, or training name, dates, and locations.
8. A brief description of the project, event, or training, including mandate, objectives, both short- and long-term (250 words).
9. A brief summary of your advertising or communications strategy.
10. A timeline of activities related to the project, event, or training.
11. How will the University of Regina and/or the larger community benefit from your project, event, or training experience (250 words)? Will a new perspective or information be presented?
12. How is your project, event, or training compatible with RPIRG's Mission Statement and Statement of Values (150-250 words)?

**SECTION 3 – FINANCIAL INFORMATION**

13. Provide a complete budget, including all expenses (such as travel costs, speaker fees, accommodations, printing or advertising costs, and all other related costs), as well as any other potential or expected revenue sources (such as other organizations you have approached for funding, the amounts you requested, and the amounts you have received or expect to receive).
14. Ensure that your budget **clearly states the amount of funding requested from RPIRG.**
15. Please state any other types of support you are requesting from RPIRG, such as room or venue bookings, promotional avenues, button maker or other supplies, etc.

**If you have any questions, concerns or comments, please contact us:**

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