

Working Group 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. Definition of a Working Group

Working Groups (WGs) are semi-autonomous groups of students and community members who work together on an issue, or towards a common goal. WGs may focus on research, events, actions, publications, and other diverse activities. They tend to have long-term goals with activities and membership that continue beyond the current academic year, hold regular meetings, and must maintain a membership that includes University of Regina students. Working Group funding provides up to \$500 in funding per semester (or up to \$1,500 per year). WGs may also use other non-financial RPIRG resources, and are eligible to apply for additional funding through the Project, Event, and Training Fund.

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 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 Working Group is considered active for a one year period, starting with the first semester in which funding is used. Working Groups must re-apply annually.
- A follow-up report will be required at the end of every semester for which funding was used.
- Funds will be available up to 30 days following the last funded semester. At the end of this period, funding will be reabsorbed by RPIRG, or must be reimbursed if unused.
- If at any time the funding recipients wish to dissolve the Working Group, 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.)

Approved Working Groups must agree to fulfill the following requirements of funding:

- Placing the RPIRG logo on all promotional materials.
- Name RPIRG as a supporter at any events by public announcement.
- Provide an appropriate number of complimentary tickets for any events to RPIRG (to be negotiated on a case-by-case basis) 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 Working Group to the RPIRG Board of Directors or at the RPIRG AGM.
- Hold meetings that are open to the public (at least once a semester), and provide RPIRG with minutes from these meetings.
- Submit a follow-up report at the end of every semester for which funding was used (if not received, RPIRG reserves the right to discontinue funding to the Working Group). This report will include:
 - 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 activities.

SECTION 1 - APPLICANT INFORMATION

1. Date of application.
2. Are you a new Working Group, or renewing an already existing Working Group?
3. Name of Working Group.
4. Contact Information:

Contact Person #1 - Name:	Contact Person #2 - Name:
Student ID:	Student ID:
Email:	Email:
Phone:	Phone:

SECTION 2 – WORKING GROUP INFORMATION

5. A description of the Working Group and the issue it addresses (100 words).
6. A description of the Working Group’s mandate and goals (short and long term).
7. Background information about your group, including past experience, interest in the Working Group subject matter, and any other relevant information (150 – 250 words).
8. A description of the activities you see your Working Group being involved in (250 words).
9. A brief summary of your group’s marketing/communications strategy (e.g., how the group will acquire new members, how the group will publicize events and activities, etc.).
10. An action plan and timeline of activities for the coming year.
11. How will the University of Regina and/or the larger community benefit from your Working Group (250 words)? Will a new perspective or information be presented?
12. How is the Working Group’s mandate and activities 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**. Note that the maximum amount you may request is \$500 per semester (\$1,500 total over a year).
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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