



Grant Funding Policy

Policy #: 02

Approved: December 23, 2025

Last Reviewed: December 2025

Review Schedule: Every three years

Date for Next Review: April 2028

Definitions

- **RPIRG** - the Regina Public Interest Research Group
- **Board** - the Board of Directors of RPIRG
- **Executive Director** - the senior employed employee of RPIRG
- **Directors** - Board members of RPIRG
- **Members** - members of RPIRG per the bylaws
- **Active Working Group** - semi-autonomous groups of students and community members who work together on an issue that is currently funded through the RPIRG Working Group Fund

Purpose

2 -(1) Purpose of Policy

- a. The purpose of this policy is to guide all processes that relate to RPIRG funding.

Applies to

2 -(2) Application of Policy

- a. This policy applies to:
 - i. RPIRG Directors
 - ii. RPIRG Members

Guiding Principles

2 -(3) Guiding Principles

- a. The following principles shall inform the decisions RPIRG makes in relation to funding:
 - i. consensus decision making;
 - ii. non-partisanship;
 - iii. autonomy/independence;
 - iv. environmental sustainability;
 - v. plurality and diversity;
 - vi. accountability and transparency to our membership;
 - vii. social equality and anti-oppression;

- viii. public interest over private interest; and
- ix. fostering participatory democracy and engaged citizenship.

Policy Clauses

2 -(4) Funding Categories & Deadlines

- a. The following Funds shall be maintained as part of RPIRG services:
 - i. Working Groups Fund: provides consistent funding to groups that have long-term goals activities and membership that continue beyond the current academic year;
 - ii. Project/Event/Training Fund: provides one-time funding and support to help groups and individual students;
 - iii. Research Fund: provides one-time funding in research funding to undergraduate and graduate students; and
 - iv. Community Micro-Grants: smaller scale funding for projects in and around Regina.
 - v. Racial Justice Community Grant: provides funding for initiatives that support racial justice organizing, advocacy, and research individually or as a part of a group, collectives or organizations based in Regina. Funding can be either a microgrant or a large community service grant and the applicant must self-identify as a being part of a community that is targeted by racial discrimination.
 - vi. Emergency Bursary Grant: provides either \$400 for an individual or \$500 per household to help cover unexpected expenses for students. There is a bursary for self-identifying BIPOC (Black, Indigenous and people of colour) students and a bursary for non-BIPOC students.
- b. The Executive Director shall determine the deadlines for all Funds or whether Funds will be accepted on a rolling basis.
 - i. When setting deadlines for Funds, if dates fall on a weekend or holiday, applications will be due on the following business day.
- c. All Funds shall have a Terms of Reference that outlines, at minimum:
 - i. eligibility for the Fund;
 - ii. examples of activities that can be funded through this Fund;
 - iii. deadline for funding applications;
 - iv. the minimum or maximum amount of funding that can be applied for; and
 - v. eligible or ineligible expenses for the Fund.

2 -(5) Application Process

- a. All information about the application process for any Funds shall be outlined on the RPIRG website and made available in a physical copy at the RPIRG office.
- b. Members and groups interested in applying for a Fund must complete an application to be considered.
 - i. Electronic applications are preferred, however hard copies are also accepted.

- ii. Applicants must submit all information requested on the Application Forms.
- iii. Oral applications will be accepted if they are provided via recording or if the applicant consents to recording by an authorized agent of RPIRG. Oral applications will be treated the same as written applications.
- c. The RPIRG Funding Committee will review all applications following each funding deadline, according to a pre-established assessment process.
- d. Working Groups must re-apply annually, however Working Groups are responsible for submitting a semesterly report (one-page summary of activities and a list of expenses with receipts) to RPIRG to continue receiving funds.
- e. Active Working Groups may apply for additional funds through the Project/Event/Training Fund.
- f. Only proposals from RPIRG student members in good standing or community members who have opted in will be considered. However, Community Organizations are encouraged to apply in partnership with individual students or student groups. Student applications will be prioritized.
- g. Applicants will be notified no more than six weeks following the funding deadline about the outcome of their application.

2 -(6) Assessment

- a. RPIRG will maintain a Project/Event/Training fund as part of the annual budget.
- b. The Executive Director shall assess and determine allocation of funding for grant applications under \$2,000.
 - i. Any funding over \$2,000 must be approved by the Board.
 - ii. The Executive Director may choose to delegate their authority to another staff member.
- c. RPIRG members may apply on a case-by-case basis for funding for events, projects or training as defined above.
- d. The RPIRG Funding Committee shall assess applications, and must provide a response to an application according to one of the following:
 - i. Fully fund the application;
 - ii. Offer seed funding, provided that other sources of funding are sought;
 - iii. Offer a combination of grant and loan for the event, with the loan to be paid back to RPIRG after the project or working group activities on a cost-recovery basis; or
 - iv. Reject the proposal.

2 -(7) Requirements for Grantees

- a. The only requirements for recipients of the Research Fund are:
 - i. to submit a follow-up report within 30 days of the conference or research project that includes a write-up of the conference or research, an updated budget, receipts to cover the funding provided, and photos.
- b. When receiving funding, the recipient agrees to:
 - i. use the RPIRG logo on all promotional materials;
 - ii. name RPIRG as a supporter of all events or working group activities by public announcement;

- iii. sign and complete an agreement form; and
 - iv. complete the appropriate RPIRG fund disbursement and/or reimbursement forms.
- c. When receiving funding, Active Working Groups agree to:
- i. provide RPIRG with all publications it produces;
 - ii. provide RPIRG with copies of promotional material to be made available to the public;
 - iii. provide RPIRG with advance schedules of meetings and events of the Working Group to be made available to the public; and
 - iv. provide RPIRG with regular updates on working Group activities, including an up-to-date list of all financial activity providing original or photocopied receipts for all purchases made with RPIRG funding; and
 - v. hold meetings that are open to the public (at least once a semester), and provide RPIRG with copies of the minutes from these meetings.
- d. In some cases, the recipient may be expected to agree to the additional terms such as:
- i. providing a determined complimentary tickets for the event to RPIRG;
 - ii. giving a short public presentation about their project/event/training at RPIRG events such as the AGM or Open House; or
 - iii. other requirements of the agreement between RPIRG and the above grant recipient.
- e. RPIRG reserves the right to review the status of a Working Group at any time to ensure that Working Groups do not fail to adhere to the above mentioned requirements.
- i. This may result in the removal of the Working Group from active status and loss of access to RPIRG funds.

2 -(8) Reporting

- a. All recipients of funding shall be required to report on the outcome of the funding to RPIRG.
- b. The required report may include, but is not limited to:
- i. provide RPIRG with receipts for expenses following completion of the project/event/training;
 - ii. provide RPIRG with a final summary and evaluation, including a revised budget, within 30 days of the completion of the project. The contents of the summary may be used on the RPIRG website, in the RPIRG newsletter or in the RPIRG Annual Report;
 - iii. submit a brief one-page report at the end of every semester for which a Working Group is granted funding. Portions of this report may be included in the RPIRG annual report or on the RPIRG website;
 - iv. A project will be considered active up to 30 days following the proposed end date, at which point the final summary and evaluation is due; and
 - v. 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.

- c. At the end of the active project period, or the agreed upon extension period, and with no further notices, the remaining 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.
- d. If the recipient wishes to dissolve the project, initiative, or Working Group being funded, they will submit a letter of dissolution to the RPIRG Board of Directors, along with a final report.