



## Event/Project and Training Fund Approval Policy

The Alberta Public Interest Research Group

These guidelines are meant to assist the APIRG Board in making consistent decisions while assessing funding and support proposals.

### **Definition of this Fund**

This category provides one-time funding and support to help groups and individual students to:

- Organize a speaker or speakers series with specific start and end dates
- Organize an event or series of events with specific start and end dates
- Undertake a project with specific start and end dates (e.g. publish a research project)
- Receive training or attend a conference if part of a larger project.

### **Proposals Over \$200**

1. APIRG shall maintain a project/event fund as part of the annual budget.
2. APIRG members and Community Organizations may apply on a case-by-case basis for funding for events, projects or training as defined above.
3. Working Group proposals will be assessed and disbursed from the Working Group Fund, not the Event/Project Fund.
4. APIRG members' proposals will be given higher priority than those from the general public.
5. Candidates must submit all information requested on the Event/Project/Training Fund Application Form.
6. Funding deadlines are generally the last Friday of September and January. See [www.apirg.org](http://www.apirg.org) for the latest deadline.
7. The APIRG board will consider the merit of the proposal based on the APIRG General Assessment Guidelines (ask office staff for a copy of these guidelines). Some important questions to consider include:
  - a) Is the event/project of interest to the public?
  - b) Can this event/project provide new information or a new perspective?
  - c) Is the venue appropriate for the event?
  - d) Is the cost in proportion to the potential audience?
  - e) Does this event have the potential to further positive social change?
  - f) Will the training provided be brought back to the community?
8. The APIRG board will choose one of the following responses:
  - a) Agree to fully fund the proposal.
  - b) Offer seed funding, provided that other sources of funding are sought.



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- c) Offer a combination of grant and loan for the event; the loan to be paid back to APIRG after the event on a cost-recovery basis. Provisions will be allowed for in the effect of a net loss on the event.
- d) Reject the proposal. If this occurs, the individual/group may wish to apply for an appeal. Please see the APIRG Appeal Policy for details.

### **Proposals Under \$200**

For requests under \$200, the proposal does not have to be submitted to the board for a decision. However, one APIRG staff member and one board member (both of whom hold signing authority) are required to make decisions on these types of requests. Decisions to grant requests under \$200 will be based upon:

- a) Requirements outlined in the General Assessment Guidelines.
- b) The amount remaining in the Event/Project/Training Fund for the academic year.

When Board and Staff members approve these requests, the decision must be brought to the next board meeting as a point of information.

### **The Recipient Group will agree to:**

- a) Use the APIRG logo on all promotional materials for the event.
- b) Name APIRG as a supporter of the event by public announcement.
- c) Provide an appropriate number of complementary tickets for the event to APIRG (to be negotiated on a case-by-case basis taking into account the budget of the event, the size of the APIRG grant and the average ticket price).
- d) Sign and complete an Agreement Form
- e) Provide APIRG with receipts after completion of the event/project
- f) Sign and complete the appropriate APIRG fund disbursement or reimbursement forms.

Passed on December 10<sup>th</sup> 2002.  
Amended February 2004.  
Amended September 2006.  
Updated June 2007.