



The Alberta Public Interest Research Group

Our Mandate

The Alberta Public Interest Research Group (APIRG) is a student-run, student-funded, non-profit organization dedicated to research, education, advocacy, and action in the public interest. APIRG exists to provide students with resources to be active citizens.

General Information:

Working Groups (WG) are collectives of students and community members who:

1. Come together to work on a specific issue of public interest that falls within the APIRG mandate.
2. The group may focus on research, actions, publications or other activities.
3. Have long-term goals and timelines that continue beyond the current academic school year, as opposed to an event or project that occurs once only or for a limited time.

Deadlines:

Submit electronically to Denise Ogonoski at volunteer@apirg.org by Friday, January 29, 2010. Please cc your application to apirg@ualberta.ca

Application Process:

1. Read this application carefully.
2. Complete all questions. Answer all questions in the spaces provided unless otherwise indicated. Include as much information as possible about what types of support you require from APIRG. (e.g. funding, office support, webspace, access to the buttonmaker, camera etc)
3. Submit your proposal to APIRG. While hard copies are accepted, **electronic copies are preferred**. Email them to volunteer@apirg.org and cc them to apirg@ualberta.ca.
4. Please name the application document (all lower case) as follows:
workinggroupname_winter_2010_wkgrp_application.pdf
5. An APIRG staff or board member will contact you with any further questions or needs for clarification.

Application Process continued on next page...



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Application Process Continued:

6. The APIRG funding committee will review your proposal and make its recommendations to the APIRG board. You will be notified as soon as possible about the board's decision. **Please allow 4 to 6 weeks for processing.**

If the proposal is approved the group will:

1. Be asked to sign a Working Group Agreement
2. Attend a General Working Group Meeting

**Note: No funding disbursements will be made until the Working group Agreement has been signed. It is a good idea to be familiar with these terms before applying for Working Group status.*



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APPLICATION FORM

Please provide the following information:

SECTION I

1. Working Group Name:

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2. Application Date (DD/MM/YYYY)

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3. Please supply the name and contact information of at least one **current member of your group** to act as a **main contact person** with the WG Coordinator.

Name:	
Phone:	
E-mail:	
Student I.D. <i>(If applicable):</i>	

4. Please supply the name and contact information of at least one **current member of your group** to act as a **financial contact** with the Working Group Coordinator. *This must be someone other than the main contact person (listed above).*

Name:	
Phone:	
E-mail:	
Student I.D. <i>(If applicable):</i>	

5. Please supply the name and student number of at least one undergraduate student who is a **member of your working group**, and may act as an alternate contact person. This person must not have opted out of the APIRG fee.

Name:	
Phone:	
E-mail:	
Student I.D. <i>(Required):</i>	

**The 3 contacts above should be APIRG members. Members are undergraduate University of Alberta students who have not opted out of the APIRG fee and those who have purchased a community membership. If you are not a member, please contact us.*



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6. Please supply a complete list of current members of your working group, including both students and non-students (including phone numbers and email addresses). Please indicate which group members are students and which are APIRG community members. *Attach this complete membership list as a separate document to your completed application.*

SECTION II

7. In the spaces provided below, please supply a written description of the working group, including:

a) Your group's mission/mandate

* A mission statement is a brief statement that expresses the purpose of the organization. It articulates:

- Who are you?
- What do you do?
- Who do you do it for?
- How do you do it?

b) How does your group's work benefit the University of Alberta community as well as the broader Edmonton community?



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c) A list of goals

d) A list of planned possible activities

e) Your timeline for one year (for example: January to the following December, or September to the following August)



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f) If you are a returning Working Group please state how your group plans carry forward after last year's events.

SECTION III

Please review ‘Services APIRG Provides to Working Groups’, APIRG’s ‘Ethical Purchasing Policy’, and ‘APIRG Honoraria Policy’ (Appendices 1, 2 & 3)

**Applicants are strongly encouraged to read through the WG Agreement and Terms of Reference before applying to APIRG. Go to the Forms Cabinet on the APIRG website or contact the APIRG office to obtain these documents.*

8. Using the template provided on the next page, please supply a detailed, well-researched budget of **all** of the working group’s planned activities, and *include any funding the working group is receiving from other resources*. In addition:

- a) Please provide an outline of which expenses could be met with APIRG funding
- b) All non-monetary services listed in **Services APIRG Provides to Working Groups** are provided to approved Working Groups, however please include which are priorities for your group.
- c) You may submit additional information if required.

**Any group that is approved as a Working Group will be required to sign an agreement with APIRG before funds will be disbursed or in-kind services and support provided.*



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Working Group Budget Proposal Template

Name of Group:	
Date of Application:	

**Please note that we cannot provide funds for: on going staff wages or bank charges, volunteer appreciation gifts, fundraising activities, rent, utilities, phone, office supplies like hardware, software, furniture or the like, or any items that we provide as services.*

Requested item	Item/event details (Please use these prompts to answer the next set of questions)	Quantity & Cost per item	Amount requested from APIRG	Amount received from other orgs.	Other Income/ Resources
Travel costs	<i>Why, when, where, who</i>				
Honorarium (Speaker/consultant)	<i>Who, when, where, why</i>				
Food for meeting	<i>When, how many</i>				
Special Paper supplies	<i>What for, what type</i>				
Colour printing/posters/ binding	<i>What type, what for</i>				
Promo/advertising/ Communication	<i>What, what for</i>				
Movie screening or venue costs	<i>When, what where</i>				
Equipment rental (specify)	<i>When what where</i>				
Other (capital purchase/supplies)	<i>Specify</i>				
Training	<i>What, why, who</i>				
Other					
Total:	N/a				



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Referring to your budget, in the spaces provided below, please make sure you indicate if:

1. Anyone is giving you in-kind support or donations.

2. Funds from other organizations are earmarked for specific costs. Are there any stipulations to your use of this other funding?

3. Anyone is donating their skills (volunteer work).

4. Have you looked for support elsewhere? Have you received it? If not, why?



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5. Please describe each item you indicated above that you would like APIRG to fund – Who or what is it, and why do you think it is important in relation to your group’s goals?

If you are a returning Working Group:

- a) Please indicate the amount of unused funding left over from the previous funding round included in this budget.

- b) Please indicate which items would be paid for with old funds.



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APPENDIX 1: Services APIRG provides To Working Groups:

APIRG may provide WGs with the some or all of the following resources and services, by request:

Please note that the following services are granted free or at low cost to APIRG Working Groups, so we do not grant funds towards these items:

- Access to free or low-cost meeting space, room bookings on the U of A campus (note: smart rooms or a conference room requires a fee or a deposit).
- Assistance recruiting members and finding volunteers for events.
- Assistance promoting events, volunteer opportunities or recruiting members on our weekly events list serv., website, and office poster board.
- Access to the APIRG resource library, and the opportunity to order in relevant materials.
- Server space: Web site hosting, email account and a page on the APIRG website, by request.
- Access to Adobe Creative Suite software (InDesign, Illustrator, Photoshop, Acrobat pro).
- Access to computers, scanner, printers, phone lines, and fax machine (book in advance).
- Photocopying and printing (B & W only) at the APIRG office for Working Group projects only.
- 500 black and white photocopies on post-consumer paper, by request.
- Button Maker by advance request: 200 free buttons per WG, 10 cents per button after that.
- Video Camera and video editing software by advance request.
- Access to: - WG facilitation
 - Relevant staff skills
 - Board development training
 - APIRG trainings in topics such as:
 - media and messaging
 - volunteer recruitment and retention
 - strategic planning
 - fundraising on campus
 - privilege and anti-oppression
- Access to Audio recording devices by request

** Please note that Working Groups needing computer time or software training must make advance arrangements with the APIRG staff. Likewise, please book time in advance for large amounts of printing or photocopying. The button maker and video camera and audio recording device must be also be requested in advance (and are to be signed out).*



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APPENDIX 2: Ethical Purchasing Policy

APIRG's policy is to seek to purchase goods and services which:

- a) Are produced and delivered under conditions that do not involve the abuse or exploitation of any persons;
- b) Have the least negative impact on the environment.

Such considerations will form part of the evaluation and selection criteria for all goods and services purchased by APIRG.

Purpose

The purpose of the policy is to:

- a) Promote good labour and environmental standards in the supply chains of APIRG
- b) To protect APIRG's reputation

Standards outlining responsible and ethical practices can be found in: the International Labor Organization's Convention on the Rights of the Child (Article 32.1), I.L.O. Conventions Section 29, Article 2; Section 105, Article 1; Section 87, Article 2; and Section 98, Article 1; the United Nations Declaration on Gender Equity (paragraph 139), the U.N. General Assembly Universal Declaration of Human Rights (Articles 4, 5, 23.1, 23.3, 23.4, and 24)

Guidelines for Purchasing

Section 1. Whenever possible, APIRG will purchase items that are locally produced or second-hand, and/or recycled. Also whenever possible, when purchasing foodstuffs, APIRG will purchase organic, non-genetically modified produce and products.

Section 2. Wherever possible, APIRG will purchase goods that are made in Canada by union labour.

Section 3. Whenever possible, APIRG will purchase items of apparel, and for office supply, administration, and products for use in APIRG events and programming, from responsible and ethical manufacturers who operate in accordance with established codes of corporate conduct regarding wages, workplace health and safety, forced labor, child labor, and freedom of association, as embodied in United Nations (U.N.) and International Labor Organization (I.L.O.) conventions.

Section 4. Wherever possible, the APIRG representative shall submit a series of questions to retailers on such items designed to determine the manufacturing facilities in which the products under consideration are made, to ascertain working conditions at these manufacturing facilities, and to demonstrate that working conditions are of concern in APIRG's purchasing decisions.



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APPENDIX 3: APIRG Honoraria Policy

Requests for honoraria may be used to cover such occasions as a speaker fee; promo or web-design work; volunteer work that goes above and beyond. The conditions upon which the request may be accepted include the following:

- a. The request is made prior to the work having taken place
- b. The honoraria recipient is named in the request
- c. The honoraria is less than the price of contracting the work out or employing a worker to do it
- d. The work done by individual significantly exceeds that which could be reasonably expected of a volunteer, in terms of time commitment or expertise, regardless of whether such work is normally recognized within our economic system.
- e. The individual or group requesting the honorarium agrees to produce a receipt for the honorarium. Upon receipt of funds, the honorarium recipient must sign a “Receipt of Funds” form below.

STATEMENT OF RECEIPT OF APIRG FUNDS FOR HONORARIUM

I, _____, hereby certify that I have received \$ _____ from APIRG this day of _____, 20____, from the APIRG _____ fund for the purpose of:

I have received this amount as part of the contract between APIRG and _____ . We / I agree to abide by the conditions of the said contract.

Signature of Recipient

Signature of APIRG Representative