



Law Students' Society
University of New Brunswick

UNB LAW STUDENTS' SOCIETY
DISCRETIONARY FUNDING GUIDELINES:

POLICY 1: DISCRETIONARY FUNDING GUIDELINES

1.1 Mandate

The following are the primary set of guidelines for the LSS in assessing Discretionary Funding applications. Approval of any application for funding under the Discretionary Funding line, the Entertainment line, and/or the Health and Wellness line of the Budget is at the discretion of the LSS Executive (if request is \$300 or less) and LSS Council (if request is over \$300).

This Policy shall be administered in accordance with the LSS Constitution, LSS policies and UNB Policies, where applicable.

1.2 Definitions

The following definitions apply to the LSS Policy on Discretionary Funding, in addition to the definitions in the LSS Constitution:

“**Applicant**” means the eligible party requesting the Discretionary Funding;

“**Discretionary Funding**” shall refer expenditures from the discretionary funding line, the Entertainment line, and/or the Health and Wellness line of the Budget;

“**Exception**” means an exception granted by approval of two thirds (2/3) majority vote at the applicable Funding Authority meeting;

“**Funding Authority**” means the LSS Executive, or LSS Council;

“**Initiative**” means the event, project or expenditure for which the Applicant is requesting Discretionary Funding for.

“**Member**” means any student of the Faculty of Law.

1.3 Eligibility

Any member, or other UNB Law student club or society may apply for Discretionary Funding from the LSS, in accordance with the discretionary funding policy;

1.4 Funding Applications

In order to receive Discretionary Funding, the Applicant shall submit the following materials to the LSS Executive:

- (i) a Discretionary Funding application (hard copy or email) that includes:
 - a. the reason for the Discretionary Funding request;
 - b. a detailed description of the Initiative;
 - c. an explanation of why the LSS should grant Discretionary Funding for the Initiative;
 - d. the total sum requested from the LSS; and
 - e. the total number of expected LSS Member participants.
- (ii) a detailed, itemized budget for the Initiative. This budget can be an estimate but should be as detailed and precise as possible at the time of application;
- (iii) the current budget or financial statements of the Applicant, where applicable; and

- (iv) a description of any additional funding secured, including fundraising initiatives, or applied for from sources other than the LSS, if applicable.

Funding applications must be received by the LSS Executive sufficiently in advance of the proposed Initiative as to allow for reasonable discussion and deliberation by the Funding Authority.

1.5 Funding Requests

1.5.1 General Criteria

In deciding whether to authorize Discretionary Funding, the following criteria will be considered by the Funding Authority:

- (i) whether the Initiative will benefit the broader LSS community;
- (ii) whether the Initiative will stimulate interest and participation widely among the LSS membership;
- (iii) the number of LSS Members who will directly benefit from the Initiative;
- (iv) whether there is an academic component to the Initiative;
- (v) the overall monetary value of the requested Discretionary Funding;
- (vi) the percentage of the project's overall cost that would be covered by the LSS;
- (vii) whether there have been demonstrated efforts to obtain funding from multiple sources, including fundraising;
- (viii) the Applicant's history of financial responsibility with respect to LSS activities;
- (ix) maintaining equity among the various individuals or groups requesting funding;
- (x) whether the Discretionary Funding would be used for charitable donations (for clarity, Discretionary Funding should not have the primary purpose of charitable donations); and
- (xi) other considerations appropriate in the circumstances.

These criteria are non-exhaustive.

1.5.2 Requirements

Requests for Discretionary Funding and the associated Initiative must adhere to all of the following guidelines, unless the Funding Authority approves an Exception:

- (i) Applicants must be responsible for and involved in the overall coordination and production of the Initiative;
- (ii) The Initiative must have a demonstrable benefit for LSS Members;
- (iii) No LSS Member may be restricted from attending or participating in the Initiative, unless a distinction or preference is necessary for an Initiative that has as its object the amelioration of conditions of individuals or groups with specific needs;
- (iv) The amount requested must be reasonably proportionate to the number of expected attendees of the Initiative;
- (v) Discretionary Funding shall not be used for the primary purpose of Charitable Donations; and
- (vi) No Initiative without a projected budgetary deficit shall be granted Discretionary Funding.

1.5.3 Prohibited Uses

Requests for funding from the Funding Authority must not fall under any of the following categories:

- (i) Salaries or stipends. Note that this article should not be interpreted to mean that honorariums for speakers, facilitators, and volunteers are ineligible;
- (ii) No Discretionary Funding applications may be approved if they span more than one (1) Academic Year; and
- (iii) No Applicant shall be granted Discretionary Funding in excess of the amount requested in their application(s)

1.5.4 Further Requirements

The Funding Authority may establish any further requirements for Discretionary Funding applications provided they are consistent with the aforementioned requirements.

1.5.5 Previous Funding

Past Discretionary Funding approvals do not guarantee current application approvals.

1.6 Payment Logistics

The manner in which approved allocations for Discretionary Funding are to be distributed is at the discretion of the LSS Treasurer. Preferably, the LSS will reimburse the successful Applicant after the Applicant submits receipts demonstrating that the expenses incurred were in accordance with the pre-approved Initiative. If the Applicant requires funds up-front, the LSS Treasurer shall exercise discretion as to whether to grant this request.

The method of payment or reimbursement must be approved in advance by the LSS Treasurer before any expenses are incurred.

1.7 Funding Refusal and Appeals

1.7.1 Reasons for Refusal

Unsuccessful Applicants have the right to request an explanation of the reasoning behind the decision of the Funding Authority.

1.7.2 Appeals

Groups may appeal any decision made by the Funding Authority by submitting their appeal to the LSS Treasurer within seven (7) days of their notification of the decision. Appeals will be reviewed by the Funding Authority. If the group is not satisfied by the decision of the Funding Authority regarding the appeal, they may further appeal the decision to the LSS Council. Groups may not appeal to either body more than once for a single application.

1.8 Funding Obligations

1.8.1 Publicity

Publicity associated with all Discretionary Funded Initiatives must recognize LSS as a sponsor according to guidelines set by the Funding Authority. Failure to do so will result in loss of Discretionary Funding.

1.8.2 Ongoing Obligations

Groups that apply for and receive Discretionary Funding are required to provide copies of:

- (i) their final budget, containing actual revenues and expenses; and
- (ii) receipts and invoices.