



University Students' Council of Western University

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**Community Impact Fund Terms of Reference**

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| <b>Authority:</b> Executive Council                   | <b>Date Ratified:</b> 26 November 2019 |
| <b>Previous Amendments:</b>                           | <b>Date Review:</b>                    |
|   | <b>Next Review Date:</b>               |
| <b>Review Committee(s):</b>                           |  |
| <b>Delegates:</b><br>President<br>Secretary-Treasurer |  |

**1. PREAMBLE**

The Community Impact Fund is made up of the funds from the USC's PurpleFest 2019 concert surplus. As a result of rap artist A\$AP Rocky being unable to perform, the USC was refunded over

\$130,000. The USC Executive wanted to ensure that the money would be invested back into the undergraduate community at Western so \$100,000 of the Purple Fest surplus will be invested into a grants program, the *Community Impact Fund*.

**2. PURPOSE**

The purpose of this policy is to reallocate \$100,000 of surplus funds from PurpleFest 2019 and provide direction to the USC Community Impact Fund Committee and USC Secretary-Treasurer



regarding both the allocation and administration of the Community Impact Fund.

## **2. MANDATE**

The Community Impact Fund Committee shall act as the deciding body on all applications for funding and is responsible for monitoring and administering each of the Community Impact Fund.

- a. The Community Impact Fund Committee shall:
  - i. Make decisions based on a consensus model. If no consensus is reached, then a majority vote will be taken.
  - ii. Review and decide upon all grant applications to the Community Impact Fund.
- b. Meet at least once a month, or as deemed necessary by the Chair.
- c. The Committee may request that the Senior Manager, Finance act as a resource by attending any meetings or providing any information that will assist the Committee in reaching consensus.

## **3. COMPOSITION**

- a. The Community Impact Fund Committee shall be composed of:
  - i. The USC President, ex-officio, as Chair; and
  - ii. 3 USC Councillors, voting; and
  - iii. 1 Student-at-large, voting;
  - iv. The Associate, Peer Programs, resource, non-voting; and
  - v. The Associate, Peer Support, resource, non-voting; and



- vi. The Gender Equality Network Coordinator, resource, non-voting;
- vii. The Grants Coordinator, resource, non-voting; and
- viii. The Secretary-Treasurer, resource, non-voting.

#### **4. RESPONSIBILITIES**

- a. The Chair shall:
  - i. Set the agenda for each scheduled meeting;
  - ii. Provide a list of meeting dates for each semester to applicants;
  - iii. Ensure that Committee meetings are carried out in a fair and equitable manner;
  - iv. Ensure that all relevant information and documentation is provided to the Committee prior to any meeting;
  - v. Ensure that quorum is maintained, and to otherwise adjourn the meeting;
  - vi. Ensure that any member of the committee who is in a conflict of interest with any application be asked to forego any participation in that particular grant application.

#### **2. ELIGIBILITY FOR GRANT FUNDS**

- a. Grant funds shall be made available for:
  - i. Initiatives brought forward by undergraduate students,
  - ii. USC Ratified Clubs and Constituent Councils,
  - iii. On-campus, student run organizations,



- iv. New initiatives brought forward internally by the USC throughout the fiscal year that were not provided for in the approved USC Operating Budget.
- b. Initiatives must be in-line with at least one of the three main pillars of the Community Impact Fund:
  - i. *Mental Health*: This pillar is for any innovative initiatives that are meant to address and support students' mental health and wellbeing. Projects related to topics such as mental health awareness and education, student support, mental health de-stigmatization will be approved under this pillar.
  - ii. *Equity*: This pillar is for any innovative initiatives that are meant to address and tackle oppression on campus under topics such as gender and sexual identity, racialized and indigenous students, accessibility issues and gender equality. Projects related to these areas will be approved under this pillar.
  - iii. *Gender-Based Violence Prevention and Support*: This pillar is for any innovative initiatives that are meant to address gender-based violence prevention, education, and student support. Projects related to topics such as gender-based violence awareness and education, and survivor support will be approved under this pillar.
- c. Initiatives must be in-line with the USC's mission to enhance the educational experience and quality of life for undergraduate students at Western.

### **3. ALLOCATION OF GRANT FUNDS**



- a. Decisions related to allocations of the Community Impact Fund shall be the responsibility of the Community Impact Fund Committee.
- b. The Community Impact Fund Account shall have a balance of \$100,000 until the funds are fully allocated.
- c. The application process shall be as follows:
  - i. The requesting party shall submit a Community Impact Fund Cover Letter to the USC Secretary-Treasurer;
  - ii. Requests for funding are due five (5) business days prior to each scheduled meeting of the Committee. Requests received less than five (5) business days prior to a scheduled meeting shall be considered at the next scheduled meeting. A list of meeting dates shall be made available by the Chair of the Committee at the beginning of each semester;  
  
The applicant shall attach a detailed budget including all revenues and expenditures with explanations for their purposes. The bottom line of the budget shall represent the projected cash shortfall (that is, the amount requested); and
  - iii. The application shall include any further details that the Community Impact Fund Committee may need to reach a decision; and
  - iv. The application shall outline which of the three pillars of the Community Impact Fund it aligns with; and



- v. The applicant may request to make a presentation to the Community Impact Fund Committee at its next duly constituted meeting, but a presentation is not a requirement.
- d. The USC Secretary-Treasurer or designate, on behalf of the Community Impact Fund Committee, shall report all allocations from the Community Impact Fund monthly to the USC Governance and Finance Standing Committee.
- e. The Community Impact Fund shall remain active until the balance of the fund is fully allocated.

#### **4. ADMINISTRATION OF GRANTED FUNDS**

- a. Before having access to funds, grantees must sign a Letter of Agreement that details how the funds are to be used and outlines reporting requirements.
- b. Granted funds may only be used to finance the initiative approved by the Community Impact Fund Committee as outlined in the Letter of Agreement. The USC Finance Department, on the authorization of the Secretary-Treasurer, may refuse to authorize purchase orders, cheque requisitions, or cash withdrawals if there is not proper evidence of expenses, or if there is concern that the funds are not being used for their intended purpose.
- c. If possible, granted funds shall be held in USC accounts.

#### **5. REPORTING REQUIREMENTS**



- a. All grantees must submit a final report to the Community Impact Fund Committee no later than sixty (60) days after the initiative is completed that details how the grant money was spent, how the USC was recognized for providing funding, and the results of the initiative.
  - i. Report templates shall be distributed with the Letter of Agreement.
- b. If the grantee does not present a final report, or if it is discovered they did not abide by the terms of the Letter of Agreement, then the grantee will not be eligible for further grants until the Community Impact Fund Committee is satisfied that the grantee is a responsible steward of grant funds.