



**UNIVERSITY OF REGINA  
FACULTY ASSOCIATION**

**Special Funding Request Guidelines**

The URFA Executive Committee is responsible for decisions concerning URFA's budget and expenditures. Special requests for funding from URFA members or URFA member groups shall be reviewed and presented to the Executive Committee at a regularly scheduled business meeting of the Executive Committee (held monthly).

For the Executive Committee to determine whether to fund a special funding request, individuals or groups requesting funding shall provide a formal request letter to the URFA office at [URFA.Financial@uregina.ca](mailto:URFA.Financial@uregina.ca) a minimum of 8 weeks prior to the event. While funding requests will be accepted and considered throughout the year, those received prior to January 30<sup>th</sup> for the following fiscal year may be more likely to be approved.

The funding request letter should include:

- **Project/Event Title**
- **Purpose:** identify the primary purpose of the project. Explain how it relates to [URFA's Strategic Plan](#) and how it will benefit URFA members and/or the labour movement in Saskatchewan.
- **Project/Event Details:** Include dates, venues, anticipated audience and number of participants.
- **Metrics for Success:** How will you know your goals are being met? Please identify your criteria for a successful project. and how that will be measured and reported to the membership.
- **Amount and method of payment requested:** identify the specific amount requested, and how those funds are to be used. For larger projects, please attach a detailed draft budget. If the project is receiving funds from any other sources, please identify them here.
- **Primary Organizer/Contacts:** Identify who is the primary organizer(s) of the project. This person will be responsible for reporting to URFA about the project at completion.

Funding requests will be considered on a case-by-case basis. Funding will depend on the fit of the project to URFA's goals, the value to the membership, and the availability of funds in that fiscal year.

The URFA office shall provide a written summary of the decision to the applicant within two weeks following the decision of the Executive Committee.