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| **Student Council of Windsor Secondary**  Club Grant Policies | http://www.sd44.ca/school/windsor/Style%20Library/Images/LogoHeader.png |

Monetary Grant Application Policy

By agreeing to these terms and conditions, you acknowledge the following guidelines explained in the description(s) below. These conditions must be met for your successful application for a grant provided by Student Council. **A maximum of $250 can be applied for in an academic school year**, with a total of $500 applicable, which is available to all clubs who have a legitimate reasoning for the money. **This money** **cannot be repurposed as a monetary donation to another organization**, but can be used as a startup fund or as an investment to your current club. Violation of the terms and conditions can lead to penalties listed below. A teacher sponsor’s signature must be provided, as they will be the primary care holders of the money.

Examples of potential use: chess club-chess boards; creative writing-publishing manual; Model UN-conference fees; costs associated with starting a club (poster paper, paint, movie rentals, etc)

Club Responsibilities:  
The club applying must uphold all of these promised conditions towards Student Council. The intended uses of the grant, which your club applied for, must be strictly followed or you must contact the Student Council executives of any changes.

Expenses / Invoice Procedures:  
If the application is successful, all expenses must be documented by a receipt and/or an invoice. Failure to produce proper documentation, within the timeframe, will result in grant money not being awarded.

Timeframe:  
The first application deadline is the last Friday of November with the funds having to be used by the last Friday of March.   
The second application deadline is the last Friday in April with the funds for that application must be used by last Friday in October in the next school year.

Executive Application Review Process:  
After completion of the written application, the Student Council Executives will review the application.

Student Council Executives hold the right to deny any application if they feel the expenses or other aspects of the application is not legitimate. An improper or incomplete application will be denied.

Penalties:  
Failing to follow these terms and conditions can lead to the penalties listed below:

* If money is misused, the club will be on probation for a 12 month period (eg, cannot apply for 2 submission periods)
* Will result in the intervention of administration

Appendix 3