

**Process for the Allocation of Funds  
Cold Beverage Exclusivity  
September 2008**

**Introduction:**

Based on a recommendation from the Cold Beverage Steering Committee, the Principal/Vice-Principal's Committee has agreed that of the new monies arising from the cold beverage exclusivity agreement with Coca-Cola, the majority of the funds will be directed towards capital expenditures arising from the re-development of student life facilities.

Of the remaining funds, \$100,000 will be distributed annually based on the process outlined within this document. Of this annual amount, a minimum of \$30,000 will be allocated to library projects based on application(s) from the Chief Librarian.

**General Guidelines:**

While each submission will be reviewed individually, some general conditions will apply to all submissions as minimum standards for consideration.

As the general principle of the cold beverage exclusivity agreement is to provide visible benefit to students, submissions should address how the proposal is consistent with this broadly stated goal. As the allocation to the student-life facilities provides benefit to all students and members of the campus community, submissions for the annual allocation fund may provide for benefits to a smaller or specific group or faculty.

The fund should not be viewed as a means of augmenting or replacing club, departmental or association budgets. The monies are provided to fund a particular project, initiative or capital purchase.

In the event that there are insufficient approved requests for funding in a given year any unallocated balance will be carried forward to the following year.

Applications for events or activities that occurred prior to the application date will not be considered.

Given that there are a number of other sources of funds for special projects (AMS Club Grants, AMS Board of Directors Special Projects Fund, Assembly Grant Application Fund, etc) submissions should address why the cold beverage exclusivity fund is the most appropriate source of funding.

**Committee:**

The committee responsible for the disbursement of funds will consist of:

The Dean of Student Affairs or designate  
A representative appointed by the VP (Advancement)  
The President of the AMS or designate  
The President of the SGPS or designate  
Director of Housing & Hospitality Services (non-voting)

**Mandate of the Committee:**

1. Set and review annually the criteria and process for allocating the monies.
2. Review and grant funding requests
3. Administer the distribution of the funds

**Specific Conditions:**

1. Normally, the amount requested should be between \$1,000 and \$20,000. (library excepted)
2. The application should:
  - Identify the background, goals and benefits of the project, initiative or capital purchase.
  - The proposed timeline
  - The number of students who will benefit or who would be participating
  - Include an overall budget for the initiative. The amount requested should be clearly indicated. Any funds received from other sources should also be identified.
3. The organization requesting the funding should provide background information, past projects/initiatives and the specific affiliation of the organization with Queen's University (club, commission, department, alumni group, etc.). The application should also:
  - Indicate whether the proposal is for an operational/profit-oriented project;
  - specify the benefits;
  - identify the target group.

### **General Categories of Requests:**

1. Furniture & Equipment
2. Conferences – funding for expenses related to conferences or lectures to be held on the Queen’s campus
3. Educational programming
4. Renovations.

### **Criteria:**

Applications for funding will be considered based on the following criteria:

- *Uniqueness* of the project or program
- Granting of *seed monies* in order to get a project started where there is no expectation that cold beverage exclusivity monies will fund additional year(s). This should be accompanied by some assurances that thought has been given to funding those out years.
- Cases where funding could substantially *broaden the services* offered by a department or group.
- *Educational* initiatives.
- Initiatives that are important and, given the next several years of funding, will *only happen if it is funded by ancillary monies*. As a note of caution the fund should not be relied upon as a supplement to the normal operating budgets or requests for capital funding.
- The grant history from the fund to the group or department

### **Accountability:**

Successful applicants will be required to meet all accountability guidelines as specified by the Committee. This includes:

1. Designation of an individual within the organization who will be financially responsibly for receipt of the funds and specified use of the funding;
2. Submission of a detailed report outlining (in accordance with the proposed timeline):

The original goals and background of the project.

The use of funds and an outline of the completion of the project.

A general conclusion.