

# Working Group Application Form

## **RPIRG Mission Statement**

The Regina Public Interest Research Group (RPIRG) is a student-run, student-funded non-profit organization dedicated to community-based research, education, action and awareness in the public interest. RPIRG exists to provide its members with the resources to be active citizens on the University of Regina campus and in the greater community.

## **Statement of Values**

RPIRG is committed to the following values in all of its work:

- consensus decision making
- non-partisanship
- autonomy/independence
- environmental sustainability
- plurality and diversity
- accountability and transparency to our membership
- social equality and anti-oppression
- public interest over private interest
- fostering participatory democracy and engaged citizenship

## **General Information**

Working Groups (WGs) are semi-autonomous groups of students and community members who work together on an issue. WGs may focus on research, events, actions, publications, and other diverse activities. They tend to have long-term goals with activities and membership that continue beyond the current academic year. WGs are required to hold regular meetings, and must maintain a membership that includes University of Regina students.

Working Groups receive up to \$500 in funding per semester (or up to \$1,500 per year). RPIRG also expects that WGs will require many of the services that RPIRG provides, and WGs are eligible to apply for additional funding through the Project/Event/Training Fund. WGs are expected to have regular communication with RPIRG staff and board members, and are required to submit semesterly reports and annual reapplications. Please refer to the RPIRG Working Group Agreement for specific WG requirements.

## **Deadlines**

Funding deadlines are October 1, November 1, February 1 and March 1 of each year. If these dates fall on a weekend or holiday, applications will be due on the following business day.

## **Application Process**

- 1 Read this form carefully. Contact RPIRG at (306) 337-2420 or [info@rpirg.org](mailto:info@rpirg.org) with any questions. Please refer to the Working Group assessment guidelines and policy for further information.
- 2 Complete the application. Include as much information as possible about what types of support you require from RPIRG (e.g., funding, office support, web space, etc.). Funding requests must include a clear and complete budget.
- 3 Submit your proposal to RPIRG. While hard copies are accepted, electronic copies are preferred.

Email proposals to [info@rpirg.org](mailto:info@rpirg.org).

- 4 An RPIRG staff or board member will contact you with any further questions or needs for clarification.
- 5 The RPIRG Funding Committee will review your proposal and make its recommendations to the RPIRG board. You will be notified of the board's decision within 4 to 6 weeks of the application deadline.

## **APPLICATION FORM**

**Please provide the following information:**

### **SECTION 1 - APPLICANT INFORMATION**

New Working Group or Renewal (Circle One)

Date of application:

Name of Working Group:

Contact Information:

Contact Person #1: Name:

Student ID:

Email:

Phone:

Contact Person #2: Name:

Student ID:

Email:

Phone:

### **SECTION 2 – WORKING GROUP INFORMATION**

Please include the following information:

- A description of the Working Group and the issue it addresses (100 Words)
- A description of the Working Group's mandate and goals (short and long term)
- Background information about your group, including past experience, interest in the Working Group subject matter, and any other relevant information.
- A description of the activities you see your Working Group being involved in.
- A brief summary of your group's marketing/communications strategy (e.g., how the group will acquire new members, how the group will publicize events and activities, etc.)
- An action plan and timeline of activities for the coming year.
- How will the University of Regina and/or the larger community benefit from your project/event/training? Will a new perspective or information be presented?
- How is the Working Group's mandate and activities compatible with RPIRG's Mission Statement and Statement of Values?

### **SECTION 3 – FINANCIAL INFORMATION**

Please provide the following:

- A complete budget, including travel costs, accommodations, printing/advertising costs, and all other costs.
- Ensure that your budget clearly states the amount of funding request from RPIRG. In addition, include information about which other organizations you have approached for funding, the amounts you requested, and the amounts you have received or expect to receive.

- If you are not requesting funding, please outline the types of support you are requesting from RPIRG.

## **SECTION 4 – FOLLOW-UP**

Approved Working Groups must agree to the following terms:

- 1 The Working Group will provide RPIRG with:
  - a. All publications it produces.
  - b. Copies of promotional material to be made available to the public.
  - c. Advance schedules of meetings and events of the Working Group to be made available to the public
  - d. Regular updates on working Group activities, including an up-to-date list of all financial activity providing original or photocopied receipts for all purchases made with RPIRG funding
- 2 The Working Group agrees to acknowledge RPIRG support by:
  - a. Placing the RPIRG logo on all promotional materials
  - b. Announcing RPIRG support at all Working Group events and activities
- 3 The Working Group agrees to submit a brief one-page report at the end of the every semester for which it is granted funding. Portions of this report may be included in the RPIRG annual report or on the RPIRG website. The report shall include:
  - a. A financial report based on original budget projections. Include brief explanations for deviations from the original. Financial report must include all receipts and appropriate supporting documentation.
  - b. An activities report including achievements, learning experiences, digressions, and an outline of planned future activities.
  - c. In the event that a semesterly report, or annual re-application form, is not provided, RPIRG reserves the right to discontinue funding to the Working Group.
- 4 The Working Group will hold meetings that are open to the public (at least once a semester). The Working Group must provide RPIRG with minutes from meetings.
- 5 Upon approval, funds will be distributed to the care of the designated Financial Coordinator of the Working Group.
- 6 The Working Group acknowledges the following terms:
  - a. A Working Group is considered active for a one year period, following approval date. Working Groups must re-apply annually, however, Working Groups are responsible for submitting a semesterly report (one-page summary of activities and a list of expenses with receipts) to RPIRG to continue receiving funds.
  - b. If the Working Group wishes to dissolve, the Working Group will submit a letter of dissolution to the RPIRG Board of Directors, along with a brief final report (including financial report, receipts and any remaining funds not used).
- 7 RPIRG reserves the right to review the status of a Working Group at any time to ensure that Working Groups do not fail to adhere to the above mentioned requirements. This may result in the removal of the Working Group from active status and loss of access to RPIRG funds.

**If you have any questions, concerns or comments, please contact RPIRG at (306) 337-2420, info@rpirg.org, or drop by our University of Regina office Riddell 224 (behind GBLUR).**