

PUBLIC INTEREST PROJECTS FUNDING POLICY

1. MISSION, VISION, AND VALUES

- 1.1. OPIRG McMaster's Mission is to empower students and community in exchanging ideas and taking action on diverse social justice and environmental issues by connecting individuals, groups, organizations, and resources.
- 1.2. Our vision is to engage, inspire, and empower all to achieve positive change through grassroots initiatives.
- 1.3. Our values are Consensus, Environmental Responsibility, Anti-oppression, empowerment, creativity and innovation, and equity and inclusivity.

2. PURPOSE

- 2.1. The objective is to define and allow for reimbursement of reasonable costs incurred by OPIRG McMaster Public Interest Project (PIP) members for business expenses on a fair basis, providing the greatest possible flexibility. This policy is designed to rely on the goodwill and discretion of OPIRG McMaster PIP members while at the same time allowing OPIRG McMaster to meet its mandate and corporate responsibility.

3. PROCEDURE

3.1. PIP START-UP FUNDING

- 3.1.1. Each approved PIP is allotted an expense fund as per the OPIRG McMaster AGM budget. This fund is designated as the PIPs Yearly Start-Up Funding.
- 3.1.2. PIP purchases are required to be within the limits of the Yearly Start-Up Funding.
- 3.1.3. PIPs are required to have a financial point of contact who keeps track of their expenses and liaises with the designated OPIRG McMaster board and/or staff member.

OPIRG McMaster

Ontario Public Interest Research Group

- 3.1.4. Approval for expenditures must be obtained from the PIP membership before the expenditure is made and must be documented in the PIP minutes, made available to OPIRG McMaster upon request.
- 3.1.5. PIPs must inform the appropriate OPIRG staff and/or Board member of all expenses charged to the OPIRG McMaster University Account.
- 3.1.6. Approved reimbursements must be made by using the most recent online PIP Financial Request Form. Reimbursement shall only be granted for events held throughout the fiscal year; all receipts, invoices, or valid written estimates for reimbursement must be submitted within 30 days of the event.
- 3.1.7. Any money remaining in the PIP's account at the end of the fiscal year shall be considered the sole property of OPIRG McMaster unless an arrangement has been made, with the agreement of the OPIRG Board of Directors, for some alternative use of funds.

3.2. ADVANCE ON FUNDS

- 3.2.1. Where necessary, the PIP may request an advance on funds either in part or in full. To do this, the PIP is required to submit the most recent PIP Financial Request Form prior to making a purchase. This request will be reviewed for approval by the designated OPIRG McMaster board and/or staff members.
- 3.2.2. The understanding about advance on funds is that receipts will be submitted once expenditures have been made. These funds are part of the total PIP budget and are considered an advance on that total.

3.3. ADDITIONAL FUNDING

- 3.3.1. PIPs can apply to the OPIRG McMaster Board of Directors for additional funding beyond the yearly start-up fund. To do this,

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Page 2 of 5

OPIRG McMaster

Ontario Public Interest Research Group

PIPs must indicate a request for funds from the Special Project Budget on the most recent PIP Financial Request Form.

3.4. FUNDRAISING

- 3.4.1. PIP Fundraising must be arranged in advance with appropriate OPIRG staff and/or Board members to ensure transparency and accountability, and to make OPIRG resources available to the PIP.
- 3.4.2. Fund-raised money will be the sole property of OPIRG McMaster in care of the PIP who fundraised it. It will be kept by OPIRG McMaster until the group makes the donation to the intended recipient.

3.5. LIMITS ON FUNDS

- 3.5.1. OPIRG McMaster Board of Directors reserves the right to deny reimbursement that they deem to be not in accordance with this policy and/or the mission, vision, and values of the organization.
- 3.5.2. No PIP will be reimbursed for alcohol or cannabis.

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Ontario Public Interest Research Group

TEMPLATE PIP FINANCIAL REQUEST FORM

Question 1: Public Interest Project Name (Which Public Interest Project are you applying on behalf of?)

Question 2: Your Name.

Question 3: Phone.

Question 4: Project Email (Please use your @opirgmcmaster.org email provided to your PIP by OPIRG)

Question 5: This is a request...

- Option 1: For funds from your base PIP account for reimbursement on money spent.
- Option 2: To access funds from your PIP account ****in advance**** for purchases
- Option 3: For funds from the Special Project Budget for any financial needs that go beyond your base PIP amount
- Option 4: Other.

Question 6: Please indicate the name and type of activity for which you are requesting funds (e.g. workshop, rally, conference, community enrichment, ...).

Question 7: Please provide a description of the (proposed or completed) activity, including the date(s) and location(s) of the activity, its purpose/goals, any affiliated groups, participants, etc.

Question 8: Please enter the total amount your project is requesting.

Question 9: Please indicate the date funds are required by.

Question 10: Is this request made with consensus of the volunteers in your PIP in accordance with OPIRG Policies? (Please keep your meeting minutes indicating the

OPIRG McMaster

Ontario Public Interest Research Group

expenditure approval. You may be asked to provide it to OPIRG before funds can be released)

- Option 1: Yes.
- Option 2: No.