



CAT FUND

Application Package

Submit completed applications:

In-Person

SARDP Office
Room 2010, 100 Donald Boulevard
Red Deer, T4N 5H5

Email

sageneral@rdpolytech.ca
or
marie.evangelista@rdpolytech.ca



CULTURAL ACTIVITIES TRUST FUND COMMITTEE

Terms of References

Adopted: January 1973

Last amended: February 13, 2023, Motion #22-23-113-C

The Cultural Activities Trust (CAT) Fund was established in January 1973 by the Students' Association and the Faculty Association of Red Deer College. The Committee, composed of students and faculty is responsible for reviewing and considering subsidy proposals deemed cultural.

1. **Purpose**

The purpose of CAT Fund is to subsidize the cost of any performance or activity at the Institution considered by the Committee to be cultural.

2. **Definitions**

- 2.1 *Association* means the Students' Association of Red Deer Polytechnic
- 2.2 *CAT Fund* means the Cultural Activities Trust Fund
- 2.3 *Committee* means the Cultural Activities Trust Fund Committee
- 2.4 *FARDP* means the Faculty Association of Red Deer Polytechnic
- 2.5 *Institution* means Red Deer Polytechnic
- 2.6 *RDP* means Red Deer Polytechnic
- 2.7 *Encumbered funds* means funds allocated towards a proposal
- 2.8 *Expended funds* means funds that have been paid in accordance with an approved proposal. Expended funds shall not exceed encumbered funds.
- 2.9 *Advanced funds* means funds advanced for an approved activity prior to the activity date or prior to the submission of the actual revenue/expense reconciliation
- 2.10 *Council* means the Students' Association of Red Deer Polytechnic Council
- 2.11 *Reserve* means the CAT Fund Reserve, which is a fund restricted for the purpose of the CAT Fund
- 2.12 *In Camera* means in private; all in-camera discussions are confidential and not to be shared by those in attendance.

3. **Membership**

- 3.1 The Committee shall consist of the following:
 - 1) A Chairperson, who shall be chosen by the Association. The Chairperson shall not have a vote.
 - 2) Two faculty members who shall represent FARDP and be chosen in accordance with FARDP policies and/or procedures (voting).
 - 3) Five student members, who shall be chosen by the Association (voting)
 - 4) The Students' Association Executive Director, who shall be the Committee's Treasurer (Ex-officio, non-voting).
 - 5) Committee Secretary, chosen by the Association (non-voting).
- 3.2 A member may appoint a substitute from their constituency if they are unable to attend a meeting. The Committee Chairperson or Secretary must be informed of the substitution before the meeting.
- 3.3 If a member resigns, the Committee shall use its discretion in determining whether that member will be replaced.

- 3.4 There shall be no salaries, stipends, bursaries, or other financial benefits from serving on the Committee derived from the CAT Fund Reserve.
- 3.5 No member of the Committee shall be permitted to submit proposals to the Committee.
- 3.6 The Committee's Terms of Reference shall be distributed to each new Committee member.

4. Meetings

- 4.1 The Committee shall meet as needed. Every attempt shall be made to ensure the Committee has ample time to consider all eligible applications in a timely manner.
- 4.2 Quorum shall consist of not less than four (4) voting members.
- 4.3 The Committee shall maintain a record of its proceedings in the form of official minutes, which shall be maintained and stored by the Association.

5. Administration

- 5.1 The CAT Fund is managed and administered by the Association.
- 5.2 The Association shall manage and administer all finances associated with the CAT Fund.
- 5.3 The Association shall maintain and store all documents related to the administration of the CAT Fund.
- 5.4 The CAT Fund finances shall be audited annually during the annual external audit of the Association.
- 5.5 The CAT Fund fiscal year is May 1 – April 30.
- 5.6 Once the annual audit is complete, The Treasurer shall submit a statement of yearly revenues and expenditures to the CAT Fund Committee, Council and FARDP.

6. Funding Sources & Management

- 6.1 The basic revenue of the fund shall be allocated from the Association during the annual budget deliberations, the amount not to exceed \$6,000. This amount shall be credited to the CAT Fund Reserve.
- 6.2 FARDP shall be invited to make an annual contribution to the CAT Fund, and these monies shall be payable to the Association and credited to the CAT Fund Reserve.
- 6.3 All other contributions or donations made to the CAT Fund shall be credited to the CAT Fund Reserve.
- 6.4 The Committee shall not encumber funds greater than the current balance in the Reserve.
- 6.5 The Committee shall not expend funds greater than those encumbered for a proposal without first having passed an amendment to the original motion.
- 6.6 It is the intention that all funds be expended in the year in which they are collected. Any surplus funds shall remain in the Reserve for use in subsequent years.

7. Eligibility for Funding

- 7.1 It is at the discretion of the Committee to determine what qualifies as a cultural activity.
- 7.2 Eligibility for funding shall be considered for activities that:
 - 1) are remarkable for the stimulation of the intellect, imagination, and creative senses;

- 2) are not likely to be available or sponsored in the mainstream of entertainment, media or information sources;
- 3) lead to the creation, organization, and execution of an activity at the Institution that will have an impact on the "culture" of the RDP community;
- 4) reflect RDP as an institution of higher learning and one that explores and/or introduces the unconventional;
- 5) reflect a high degree of creative involvement on the part of the RDP community;
- 6) are attractive and challenging to students;
- 7) are open to the entire RDP Community;
- 8) are hosted on campus. No off-campus activities will be funded;
- 9) are revenue generating.

7.3 Regarding academic credit, funding may be considered for activities/events where students will receive academic credit, if:

- 1) The activity/event meets the criteria of the CAT Fund Committee Terms of Reference
- 2) Student attendance is not tied to course curriculum
- 3) Student attendance is not mandatory
- 4) No RDP faculty or staff receives monetary benefit as a result of the activity/event

8. Application for Funding

- 8.1 Applications are available on the Association website and at the Association office.
- 8.3 A request for funds must be proposed by students or faculty of the Institution, and the activity must be open to the RDP community.
- 8.4 All eligible proposals shall be considered, and the acceptance of proposals is at the discretion of the Committee.
- 8.5 All application packages shall include the Terms of Reference. Applications must be submitted to the Committee at least 4 weeks prior to the planned date. Late requests may be denied.
- 8.6 All applicants or their designate shall present their application during a Committee meeting and answer any questions that the Committee may have.
- 8.7 For a proposed activity to be approved for subsidy, specific assurances must be given that the activity will be well-advertised within the Institution. As well, the Committee must be acknowledged as a contributor on all advertising and/or programs generated by the applicant.
- 8.8 All final proposal discussions and final funding discussions shall be "in camera" with only Committee members present.
- 8.9 Funding decisions made by the Committee are final.

9. Release of Funds

- 9.1 It is the responsibility of the person(s) or group sponsoring the activity to pay for all expenses and get reimbursed once a final accounting is presented to the Committee.
- 9.2 If necessary, advanced funds may be released, the amount not to exceed the encumbered amount.
- 9.3 Encumbered Funds shall be expended to CAT Fund applicants upon completion of the following:
 - 1) Submission of a final event reconciliation (actuals/receipts) by December 15th of that year for all cultural activities which take place in the Fall semester.

2) Submission of a final event reconciliation (actuals/receipts) by May 15th of that year for all cultural activities which take place in the Winter semester or which take place throughout both the Fall and Winter semesters.

9.4 Expended and Advanced funds shall be administered through the Association.

9.5 The CAT Fund shall only cover approved losses incurred.

9.6 The funds encumbered for an activity may be revoked at the discretion of the Committee if there is a serious discrepancy between figures in the proposed budget and those in the final reconciliation.

9.7 Funding may be withheld if pre-activity promotion and advertising are not executed as per the CAT Fund Terms of Reference.

10. Amending the Terms of Reference

10.1 Any amendments to the CAT Fund Committee Terms of Reference shall be submitted to the Committee for review and forwarded to Council for final approval.

10.2 Notification of changes must be submitted to Council in writing at least 14 days prior to presentation.

10.3 Council approval shall take the form of a simple majority vote.



Funding Application

Every effort will be made to consider all applications; however, applications received less than four weeks prior to an event may not be considered.

Date of application: _____

Application Contact(s):

Name	Phone Number	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

EVENT INFORMATION

Name of event: _____ **Date of event:** _____

Sponsoring group: _____ **Venue:** _____

How will this event be culturally beneficial to the Red Deer Polytechnic community?

What marketing techniques do you intend to use to advertise the event? (select all that apply)

- Social media
- Posters
- Table hours
- Classroom visits
- LCD screens
- Other

If other, please elaborate: _____

Will revenue be generated by the event? If so, how? (tickets, donations, etc)

Have other sources of funding been approached? If so, who?

Is funding required prior to the event? If so, why and how much? *Note: Pre-event funding may not be approved



Proposed Event Budget

EVENT INFORMATION

Name of event: _____

Date of event: _____

Estimated Attendance: _____

Venue: _____

ESTIMATED REVENUE

Ticket sales:

RDP Students/Faculty _____

Public _____

Other revenue: Sponsorship _____

Total Estimated Revenue: _____

ESTIMATED EXPENSES

Performance Fees _____

Production (sound, lights, etc) _____

Advertising (posters, tickets, etc) _____

Prizes _____

Travel Expenses _____

Accommodations _____

Labour Costs _____

Honoraria _____

Other _____

Total Estimated Expenses: _____

Net Income/Loss: _____

Notes:



Final Event Reconciliation

*This is the final accounting of the event. The reconciliation **MUST** be submitted to the CAT Fund Committee to receive encumbered funds.*

EVENT INFORMATION

Name of event: _____

Date of event: _____

Actual Attendance: _____

Venue: _____

REVENUE

Ticket sales:

RDP Students/Faculty _____

Public _____

Other revenue: Sponsorship _____

Total Revenue: _____

EXPENSES

Performance Fees _____

Production (sound, lights, etc) _____

Advertising (posters, tickets, etc) _____

Prizes _____

Travel Expenses _____

Accommodations _____

Labour Costs _____

Honoraria _____

Other _____

Total Expenses: _____

Net Income/Loss: _____

Notes:
