



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Project Based Funding Policy

Category: Payments

Date last Revised: August 24, 2021

I. Overview

In accordance with article 8 of the Association's Bylaws, project-based funding may be provided for work taken on that exceeds the expectations of roles as detailed in the Association's Bylaws.

II. Authority

The Audit and Finance Committee is authorized to approve payments under this policy.

III. Eligibility

Members of the Executive Board, other than the President, are eligible to apply.

IV. Rates

Funding provided shall cover all related work involved, including meetings. All funding shall be done in increments of 16 SICH at the applicant's applicable contract faculty grid step.

V. Limitations

Funded activities shall be ineligible for funding from other Association sources.

VI. Process

1. Applications are to be submitted via this [form](#) prior to engaging in the work to be funded under this policy.
2. The Audit and Finance Committee shall review applications within 15 business days of receipt of the application, and, where applicable, additional information may be sought by the Audit and Finance Committee.
3. Within 10 days of reviewing the application, the Committee shall convey its decision to the applicant in writing along with the amount of SICH based funding to be provided, where applicable.
4. Funds shall be disbursed following the completion of the project, including the submission of a report to the Audit and Finance Committee.

VII. Appeals

Should an applicant like to appeal a decision of the Audit and Finance Committee they may follow the process outlined in the Association's Appeals Policy.

VIII. Reporting and Ratification of Payments

In its monthly report to the membership, the Audit and Finance Committee shall report on amounts allocated and convey project reports for ratification, where applicable.

Funds allocated which exceed the annual amount budgeted for this purpose require prior membership approval.