



# CAT FUND

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## Application Package

*Completed CAT Fund applications may be returned to the CAT Fund Chairperson or the CAT Fund Secretary  
c/o The Students' Association of Red Deer College, Room 2010, 100 College Boulevard, Red Deer, T4N 5H5;  
email [elizabeth.sweiger@rdc.ab.ca](mailto:elizabeth.sweiger@rdc.ab.ca); phone 403-356-4973; fax 403-347-8510.*



# CULTURAL ACTIVITIES TRUST FUND

## TERMS OF REFERENCE

April 5, 2010

### **CAT Fund Terms of Reference Approved by SAC April 5, 2010**

There shall be established a Committee to administer the Cultural Activities Trust Fund which was established in January 1973, hereinafter referred to as the Fund. This Committee shall be a committee of the Students' Association Red Deer College.

The focus of the Committee shall be to subsidize the cost of any performance or activity considered by the Committee to be "cultural". It is left to the discretion of the CAT Fund Committee to determine what qualifies as a "cultural activity".

Funding is encouraged for the following activities;

- Activities that are remarkable for the stimulation of the intellect, imagination and esthetic senses;
- Activities that are not likely to be available or sponsored in the mainstream of entertainment, media or information sources;
- Projects that lead to the creation, organization, and execution of an activity at Red Deer College that will have an impact on the "culture" of the college community;
- Activities that reflect the college as an institution of higher learning and one that explores and/or introduces the unconventional;
- Activities that reflect a high degree of creative involvement on the part of the college community;
- Activities that are attractive and challenging to students;
- Activities that are open to the entire Red Deer College Community.

Over the years, this Committee's membership and direction have changed, but its initial intent to provide culturally beneficial events at affordable prices has remained the same.

### **Purpose and Bylaws**

- I. The purpose of the Fund is to provide financial assistance to selected cultural activities associated with Red Deer College.
- II. The Committee shall establish its own operating procedures. Any appeals to these procedures or funding decisions will be heard by Students' Association Council (SAC)
  - a) The Committee shall generate terms of reference and policies which shall be reviewed by each incoming Committee.

## **Policies**

### **I. Membership:**

The Committee shall consist of the following:

1. A Chairperson who shall be the Students' Association VP Operations, or in whose absence, be appointed by the Students' Association Council. The Chairperson shall not vote except in the case of a tie.
2. Four student members, one of whom will be the Students' Association VP Operations, or in whose absence, be appointed by the Students' Association council. The remaining voting members will be appointed by the Students' Council from the body of the Students' Association. Their term of office will run from the date of appointment until May 1.
3. Two faculty members elected by the Faculty Association of Red Deer College. Each will be eligible to serve a two year term, running from July 1 until June 30.
4. No member of the CAT Fund Committee will be permitted to submit proposals to the Committee.
5. A member may appoint a substitute from his/her constituency if he/she is unable to attend a meeting. The Chairperson of the Committee must be informed of the substitution before the meeting.
6. The Students' Association General Manager will act as the Fund Treasurer and shall attend all meetings as an Ex-officio member with no vote. In addition, the Students' Association shall supply a secretary for recording purposes only.
7. If a member resigns, the Committee shall use its discretion in determining whether or not that member will be replaced.
8. There shall be no salaries, stipends, bursaries, or other financial benefits from serving on the Committee derived from the CAT Fund funds.

### **II. Meetings:**

1. The Chairperson will call the first meeting of the academic year by the third week in September. All other meetings will be called at the discretion of the Chairperson.
2. A quorum shall consist of not less than four members, one of whom must be a member of the Faculty Association. The Chairperson will not be counted for purposes of quorum.
3. The Committee shall maintain a record of its proceedings in the form of official minutes that will record and number all motions. Funds shall only be encumbered, advanced, or expended by recorded motions that specify actual figures.

### **III. Sources of Funding:**

1. The basic revenue of the fund will be an allocation from the Students' Association fees collected per year to a maximum of \$20,000. The monies will be credited to the fund when the Students' Association receives student fees. The CAT Fund will review the level of funding each year and make a request to Students' Association Council if additional funding is required for the next year.
2. The Faculty Association of Red Deer College shall be invited to contribute an amount per Faculty Association Member, and these monies shall be paid annually in September.

- These funds shall be donated to the Students' Association and credited to the Fund.
3. The Committee may accept, and the Fund shall then be credited with, any gifts or donations made for purposes compatible with this document.

#### **IV. Management of Funds**

1. Definitions:
  - a) "Encumbered Funds" shall mean funds voted for in support of a project
  - b) "Expended Funds" shall mean funds that have been paid to a supplier for goods or services rendered. Funds shall be expended only upon receipt of proper documentation and financial statements for the activity.
  - c) "Advanced Funds". On rare occasions, the Fund will advance monies when a strong case is made to show that this is necessary. This is considered to be a matter of policy and will be reviewed by the Committee each year.
2. The Committee shall neither ;
  - a) encumber funds greater than the current credits in the Fund without the written approval of the Students' Association Council which will proceed by means of recorded motion and agree to underwrite any shortfall which may occur; nor
  - b) expend funds greater than those encumbered for a project without first having passed an amending motion.
3. When joint funding of cultural activities is arranged with other sources, the Committee shall make such arrangements, as it deems fit and proper.
4. Ordinarily, the person(s) or group sponsoring the activity will pay for all expenses and then be reimbursed once a final accounting is presented to the Committee. If any pre-activity funding is needed, the Committee has the power to expend funds in accordance with the proposed budget. In such a case, any net revenues generated by the activity must go to the Fund, up to the amount of pre-activity funding.
5. Expenditures from the Fund will be made by way of a Students' Association cheque after approval of the Committee.
6. It is the intention of the CAT Fund Committee that all funds be expended in the year in which they are collected. In the event that there is a surplus, it will remain in the fund for use the following year.

#### **V. Eligibility for Funding:**

1. A request for funds must be proposed by students or faculty of Red Deer College, and the activity must be open to any interested spectator. In order for a proposed activity to be approved for subsidy, specific assurances must be given that the activity will be well-advertised within the college and the community. As well, the Fund should be mentioned as a contributor on all advertising and/or programs which are generated by the applicant. The activity should be revenue generating, but if it is not, a clear case must be made that an admission fee is inappropriate and that the proposed free activity would be culturally beneficial. An on-campus venue should be utilized if at all possible.
2. It is up to the discretion of the committee to determine what qualifies as a "cultural activity".
3. Proposals for funding must be made on the Cultural Activities Trust Fund Proposal subsidy form. A cover sheet explaining Fund rules will be distributed to the applicant with this form. Copies of this form should be presented to the Committee at least four weeks before the planned activity date. Requests for funding after this four week lead time will be considered

- only if clear justification is made for the lateness of the proposal.
4. All groups/individuals who would normally apply to the CAT Fund for funding shall submit their application to the Committee prior to September 15 each year for consideration at the next CAT Fund meeting. The Committee will set aside at least 10% of the estimated yearly fund income for new proposals that come in after the September 15 deadline.
  5. All final proposal discussion and final funding discussions will be "in committee" with only CAT Fund Committee members present. All proposals shall be considered, and the acceptance of proposals is at the discretion of the Committee.
  6. Academic Credit Proposals. The CAT Fund will support proposals for a project for which students will receive an academic mark only where; the project meets the criteria of the CAT Fund Terms of Reference, and no student or instructor shall receive monetary benefit as a result of the CAT Fund.
  7. The Fund will cover any approved loss incurred or accept any profit made, as per agreement prior to the activity, as outlined in the policies. 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. Funding may be withheld if pre-activity promotion and advertising are not executed as per agreement with the Committee. Said agreement shall be recorded in the meeting minutes.

#### **VI. Amendment of the Constitution:**

These bylaws may be rescinded, altered or added to by a special resolution passed by a two-thirds vote of the Cultural Activities Trust Fund members and a majority approval by the Students' Association Council.

#### **VII. Auditing and Accountability:**

At the end of each fiscal year, the Treasurer must submit a statement of all the year's revenues and expenditures to the CAT Fund Committee, Students' Association Council and the Faculty Association.



# Proposal for Subsidy

*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: \_\_\_\_\_

Date of function: \_\_\_\_\_

Name of function: \_\_\_\_\_

Name of Sponsoring Group: \_\_\_\_\_

Contact Person(s), Phone Number(s), Email address(es):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed RDC venue: \_\_\_\_\_

In what way(s) will this performance be culturally beneficial to the Red Deer College community? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type and extent of advertising to be used. (Must feature CAT Fund sponsorship. Maximum of twenty (20) posters for on-campus advertising): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are any revenues to be generated by this function? (Tickets, collections, others. Please specify) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have any other sources of funding been approached? Explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is any pre-performance funding needed? If so, a strong case must be made to justify this expenditure. Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Proposed Statement of Revenues & Expenditures

Function: \_\_\_\_\_

Date of function: \_\_\_\_\_

Venue: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**Estimated Revenue:**

Ticket Sales:

RDC Student/Faculty \_\_\_\_\_

General Public \_\_\_\_\_

Other Sponsorship \_\_\_\_\_

**Total Revenue:** \_\_\_\_\_

**Estimated Expenses:**

Performance fee \_\_\_\_\_

Production (sound, lights, etc) \_\_\_\_\_

Advertising (posters, tickets, etc) \_\_\_\_\_

Travel expenses \_\_\_\_\_

Accommodations \_\_\_\_\_

Labour costs \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**Total Expenses:** \_\_\_\_\_

**Net Income/Loss:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Final Statement (Reconciliation) of Revenues & Expenditures

*This is the final accounting of the event, which must be submitted to the CAT Fund Committee in order to receive encumbered funds.*

Function: \_\_\_\_\_

Date of function: \_\_\_\_\_

Venue: \_\_\_\_\_ Actual Attendance: \_\_\_\_\_

**Revenue:**

Ticket Sales:

RDC Student/Faculty \_\_\_\_\_

General Public \_\_\_\_\_

Other Sponsorship \_\_\_\_\_

**Total Revenue:** \_\_\_\_\_

**Expenses:**

Performance fee \_\_\_\_\_

Production (sound, lights, etc) \_\_\_\_\_

Advertising (posters, tickets, etc) \_\_\_\_\_

Travel expenses \_\_\_\_\_

Accommodations \_\_\_\_\_

Labour costs \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**Total Expenses:** \_\_\_\_\_

**Net Income/Loss:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

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