



# 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 403-356-4970; fax 403-347-8510.*



# CULTURAL ACTIVITIES TRUST FUND

## TERMS OF REFERENCE

July 20, 2016

Revised by CAT Fund Committee: Winter 2016

Approved by Council July 20, 2016 Motion # 16-17-06-S

### I. Purpose

1. The Cultural Activities Trust Fund was established in January 1973. This Committee is a committee of the Students' Association of Red Deer College.
2. The purpose of the Cultural Trust Fund Committee shall be to subsidize the cost of any performance or activity at the College considered by the Committee to be "cultural".

### II. Definitions

1. "Committee" shall mean the Cultural Activities Trust Fund committee.
2. "CAT Fund" shall mean the Cultural Activities Trust Fund.
3. "Encumbered Funds" shall mean funds allocated toward a proposal.
4. "Expended Funds" shall mean funds that have been paid in accordance with an approved or service rendered. Expended funds shall not exceed encumbered funds.
5. "Advanced Funds" shall mean funds advanced (1) prior to activity date or (2) prior the submission of actuals/receipts.
6. Council shall mean Students' Association Council.

### III. Sources of Funding

1. The basic revenue of the fund shall be allocated from the annual Students' Association membership fees to a maximum of \$10,000, which shall be credited to the CAT Fund upon receipt of Students' Association student fees. The CAT Fund shall review the level of funding each year and shall make a request to Students' Association Council if additional funding is required.
2. The Faculty Association of Red Deer College shall be invited to contribute an amount to the CAT Fund, and these monies shall be paid annually in fall term. These funds shall be payable to the Students' Association and credited to the CAT Fund.
3. The Committee may accept, and the Fund shall be credited with, any gifts or donations compatible with article I.
4. The CAT Fund fiscal year shall be May 1 – April 30.

## **IV. Eligibility for Funding**

It is at the discretion of the Committee to determine what qualifies as a "cultural activity."

1. Eligibility for funding shall be considered for activities that:
  - are remarkable for the stimulation of the intellect, imagination and aesthetic senses;
  - are not likely to be available or sponsored in the mainstream of entertainment, media or information sources;
  - 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;
  - reflect the college as an institution of higher learning and one that explores and/or introduces the unconventional;
  - reflect a high degree of creative involvement on the part of the college community;
  - are attractive and challenging to students;
  - are open to the entire Red Deer College Community.
  - are hosted on campus. No off-campus activities will be funded.
  - are revenue generating.
2. Eligibility for funding maybe considered for activities that:
  - Students will receive an academic mark under the following conditions: the project must meet the criteria of the CAT Fund Terms of Reference and no student or instructor shall receive monetary benefit as a result of the activity.

## **V. Application 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 the College community.
2. All application package include Terms of reference. Application must be submitted to the Committee at least 4 weeks before the planned date. Late request may not be considered.
3. All applicants or their designate shall present their application and answer any questions that the committee may have.
4. In order for a proposed activity to be approved for subsidy, specific assurances must be given that the activity must be well-advertised within the college and the community. As well, the Fund should be acknowledged as a contributor on all advertising and/or programs generated by the applicant.
5. All final proposal-discussions and final funding-discussions shall 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.

## **VI. Release of Funds**

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

4. The Fund shall only cover approved losses incurred. 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

## **VII. Management of the Fund**

1. The CAT Fund shall neither:
  - Encumber funds greater than the current balance in the Fund without the written approval of the Students' Association Council, which shall proceed by means of recorded motions and shall agree to underwrite any shortfall which may occur;
  - Expend funds greater than those encumbered for a project without first having passed an amending motion.
2. It is the intention that all funds shall be expended in the year in which they were collected. In the event that there is a surplus, it shall remain in the fund for use the subsequent year.
3. The committee treasurer shall submit a statement of yearly revenues and expenditures to the CAT Fund Committee, Students' Association Council and the Faculty Association at the end of each fiscal year.
4. The Committee shall establish its own operating procedures. Any appeals to these procedures or funding decisions will be heard by Students' Association Council.
5. The committee reserve at least 10% of the fund for new proposals. If no new proposals are submitted by February 15, the funds will no longer be reserved.

## **VIII. Membership**

1. The Committee shall consist of the following:
  - Students' Association Vice President Operations who shall be the chairperson of the CAT Fund. In the absence of the Vice President Operations, a substitute chairperson shall be appointed by the Students' Association Council. The Chairperson shall not vote except in the case of a tie.
  - Five student members, one of whom shall be the Students' Association Vice President Operations.
  - Two faculty members who shall represent the Faculty Association of Red Deer College in accordance to the FARDC policies.
  - The Students' Association Executive Director shall be the CAT Fund Treasurer and shall attend all meetings as an Ex-officio member with no vote. The Students' Association shall supply a secretary for recording purposes only.
2. If a member resigns, the Committee shall use its discretion in determining whether or not that member will be replaced.
3. There shall be no salaries, stipends, bursaries, or other financial benefits from serving on the Committee derived from the CAT Fund funds.
4. No member of the CAT Fund Committee shall be permitted to submit proposals to the Committee.
5. A member may appoint a substitute from their constituency if they are unable to attend a meeting. The Chairperson of the Committee must be informed of the substitution before the meeting.

## **IX. Meetings**

1. The Chairperson shall call the first CAT Fund meeting of the academic year no later than the third week September. All other meetings shall be called at the discretion of the Chairperson.
2. Quorum shall consist of not less than four voting members. The Chairperson shall not be counted for purposes of quorum.

3. The Committee shall maintain a record of its proceedings in the form of official minutes.

#### **X. Terms of Reference Amendment**

1. The Committee shall generate terms of reference and policies which shall be reviewed by each incoming Committee.
2. These Terms of Reference may be amended by the following process:
  - CAT Fund Committee members shall present any proposed amendments to the Students' Association Council for consideration and approval.
  - Students' Association Council shall approve proposed CAT Fund Terms of Reference by majority vote.



# 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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