



Working Group Guidelines and Grant Application Form

Mission Statement

LPIRG is a student-funded, student-directed, non-profit organization providing resources for undergraduate students to engage with environmental and social justice issues. LPIRG embraces plurality and participation, and encourages students to critically evaluate the institutions and systems in which they take part. LPIRG assists students in translating their knowledge through research, education, and action to serve public interest.

Working Groups

Working Groups are collectives of students (and community members) who work together on a public interest issue. Groups may focus on research, events, actions, publications, or other activities. They have long-term goals, and their activities are intended to continue beyond the current academic year.

LPIRG provides funding, administrative, and organizational support to working groups. Resources will be made available, such as LPIRG office space (meeting, file, and storage space), library resources, web space, LPIRG staff and volunteer support, and list-serve and action network. Working groups are expected to have on-going, regular communication with the LPIRG board of directors, supply a year-end report and have representation at the LPIRG Annual General Meeting in April each year.

Deadlines

Working Group Grant Application deadlines fall during at the end of the first month of the fall and spring semesters: **September 30** and **January 31**. Please see website (www.lpirg.org) or contact the LPIRG (pirg@uleth.ca) for more information.

Application Process

1. Once you have thoroughly read the Working Group Guidelines and Grant Application Form you can submit a well thought-out and concise proposal. Please include what types of support you will require (funding, office space use, office supplies, technical equipment), a detailed budget, and a reference letter.
2. Submit your proposal to LPIRG. Hard copies of the proposal, appendices, and reference letter can be delivered in person or by mail to the LPIRG office. Ideally an electronic copy of the proposal will also be emailed to pirg@uleth.ca.

3. You will be contacted by LPIRG personnel within a week of the application deadline for an interview.
4. At the interview you will be asked to make a short presentation about your working group proposal.
5. Your application will be reviewed by the LPIRG board of directors and you will be notified as soon as possible of the board's decision. **Please allow 2 to 3 weeks for processing.**

References

Along with your application your group must provide a written reference for your acting liaison or financial coordinator from someone who has known this person in an academic or professional capacity for a minimum of four months (ie. a classmate, instructor, employer, or co-worker). You must also provide the names and signatures from at least half of your group members, authorizing the appointed member as liaison or financial coordinator.

References should be delivered in a sealed envelope and include the following information:

1. The referee's relationship to the applicant and how long the referee has known the applicant.
2. The referee's opinion of the applicant's honesty, work ethic, and dependability.
3. Other relevant information that will contribute to the Board's acceptance or refusal of the application.
4. The referee's name, signature, phone number, and e-mail address or mailing address.

Working Group Application Form

I – APPLICANT INFORMATION

1. Working Group name, email address, and website (if applicable).
2. Information from three Working Group members: **Group's LPIRG Liaison, Group's Financial Coordinator** and **Group's Record Keeper** (name, phone, email, student ID number).

II – WORKING GROUP INFORMATION

1. A description of the Working Group and contact information to go on the LPIRG website for interested students. (100 words)
2. A description of the Working Group, including mandate, goals, action plan, and timeline for the coming year. How are the mandate, goals, and action plan of the group compatible with the LPIRG Mission Statement? Explain how your Working Group demonstrates a commitment to public interest, while it demonstrates three or more of the following criteria (300 – 400 words).
 - a. Demonstrating a focus on social and environmental justice and other issues in the public interest (ie., increasing the public standard of living).

- b. Contributing to increasing the public knowledge and education on researched issues.
- c. Demonstrating long-term benefits for the public, not only short term gains.
- d. Benefiting the U of L undergraduate community and/or greater community (city, province, country, globe, etc.)
- e. Enriching of the applicant's post-secondary education through skill building and engagement with issues of public concern.
- f. Illustrating a desire and/or opportunity to contribute to building a stronger, closer, and more engaged community.

III – FINANCIAL INFORMATION

1. Please provide a researched budget outlining itemized anticipated costs, the total anticipated cost, possible alternative funding opportunities, and the total amount of funding you are requesting from LPIRG.
2. Have you approached other organizations for funding (applied for SU club status)? Please explain.
3. Are there other types of support you are looking to receive from LPIRG (office space, volunteer help, equipment use)? Please explain.

Working Group Agreement

1. The Working Group will provide LPIRG with:
 - a. All publications it produces (reports, videos) and all resources it purchases for the LPIRG Alternative Resource Library.
 - b. Copies of promotional material so it is available to the public in the LPIRG office (posters, brochures).
 - c. Updated information for the LPIRG website as well as contact information for the group's liaison, financial coordinator, and other important contacts.
 - d. Advanced schedules of meetings and events of Working Group so they can be circulated on the LPIRG listserve.
 - e. Regular updates on Working Group activities, including an up-to-date list of all financial activity providing original or photocopied receipts for all purchases made with LPIRG funding.
2. The Working Group agrees to acknowledge LPIRG support by:
 - a. Placing the LPIRG logo on all promotional materials.
 - b. Announcing LPIRG support at all working group events and activities.
3. The Working Group agrees to submit a brief final report at the end of March of each year. Portions of this report may be included in the LPIRG annual report or website.
 - a. A financial report based on original budget projections. Include brief explanations for deviations from the original.

- b. An activities report including achievements, learning experiences, digressions, and possible next steps.
 4. The Working Group will regularly hold meetings that are open to the public.
 5. The Working Group acknowledges the following financial terms:
 - a. The amount and conditions of the WG's grant are outlined in a letter/email of acceptance from the board.
 - b. The grant will be disbursed in the following ways:
 - By submitting expense reimbursement claims that include receipts
 - By submitting advance requests for large purchases
 - By receiving equal payments every 4 months over the 12 month period
 - c. The WG will choose a primary financial contact person. This person will be expected to be fiscally responsible in the following ways:
 - By having current knowledge pertaining to the WG's financial matters, and to be in communication with the rest of the group regarding its finances.
 - By providing LPIRG with receipts for items purchased with LPIRG funds within one week of the purchase.
 - By maintaining an up-to-date list of WG expenditures throughout the year.
 - By submitting an annual financial report at the LPIRG AGM
 6. The Working Group acknowledges the following terms:
 - a. A Working Group is considered active for 12 months from the date of approval, or until the group's funds are completely disbursed and the group's final report is submitted.
 - b. Working Group funds will be available for 12 months from the date of approval. If required, a Working Group may request an extension.
 - c. At the end of the initial 12 month period, or at the end of the agreed extension period, and with no further notice, Working Group funds will be absorbed into the general LPIRG Working Group fund and the Working Group will no longer have claim to that money.
 - d. If the Working Group wishes to dissolve, the Working Group will submit a letter/email of dissolution to the LPIRG board and brief final report.
 7. Non-compliance with Agreement. LPIRG reserves the right to review the status of any Working Group that fails to adhere to the above mentioned requirements. This may result in the removal of said WG from active status and the loss of access to LPIRG funds.



I, _____(name), confirm that I have read, understood and agree to accept the terms and conditions of the LPIRG Working Group Agreement and upon the inception of _____(Working Group name) will conduct its affairs following the conditions expressed herein.

On behalf of _____(WG name)

Working Group Liaison signature _____

Phone _____ Email _____

Date ____, ____, ____

Working Group Financial Coordinator signature _____

Phone _____ Email _____

Date ____, ____, ____

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