



Action Group Grant Application

Mission Statement

LPIRG is a student-funded, student-directed, non-profit organization providing resources for undergraduate and graduate 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.

Action Groups

Action 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 action 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, list-serve and action network, as well as equipment (PA system, button maker, laptop). Action 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

Action 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 LPIRG (pirg@uleth.ca) for more information.

Documentation for Submission

Please submit your documents electronically to pirg@uleth.ca and drop off a paper copy in the LPIRG office (SU242) or in the LPIRG mailbox in the Students' Union office (SU180).

1. Applicant Information

- a. Action Group name, email address, and website (if applicable).
- b. Information from three Action Group members: **Group's LPIRG Liaison**, **Group's Financial Coordinator** and **Group's Record Keeper** (name, phone, email). Please note that these three contact people must be U of L students.

2. Action Group Information

- a. A description of the Action Group and contact information to go on the LPIRG website for interested students. (100 words)
- b. A description of the Action Group, including mandate, goals, action plan, and timeline for the coming year.

3. Public Interest

- a. How are the mandate, goals, and action plan of the group compatible with the LPIRG Mission Statement?
- b. Please explain how your Action Group demonstrates a commitment to public interest, and how it is compatible with the following criteria.
 - Demonstrating a focus on social and environmental justice and other issues in the public interest (ie. increasing the public standard of living).
 - Contributing to increasing the public knowledge and education on researched issues.
 - Demonstrating long-term benefits for the public, not only short term gains.
 - Benefiting the U of L undergraduate community and/or greater community (city, province, country, globe, etc.)
 - Illustrating a desire and/or opportunity to contribute to building a stronger, closer, and more engaged community.

4. Financial Information

- a. 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.
- b. Have you approached other organizations for funding (applied for SU club status)? Please explain.
- c. Are there other types of support you are looking to receive from LPIRG (office space, volunteer help, equipment use)? Please explain.

Action Group Agreement

1. The Action Group will provide LPIRG with:
 - a. All publications it produces (reports, videos) 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
 - d. Advanced schedules of events of the Action Group so they can be circulated on the LPIRG email list.
 - e. Regular updates on Action Group activities, including an up-to-date list of all financial activity providing original or photocopied receipts for all purchases made with LPIRG funding.
 - f. 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 financial report based on original budget projections. Include brief explanations for deviations from the original.
 - An activities report including achievements, learning experiences, digressions, and possible next steps.

2. The Action Group agrees to acknowledge LPIRG support by:
 - a. Placing the LPIRG logo on all promotional materials.
 - b. Announcing LPIRG support at action group events and activities.

3. The Action Group acknowledges the following terms:
 - a. An Action 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. 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. Action Group funds will be available for 12 months from the date of approval. If required, an Action Group may request an extension.
 - d. At the end of the initial 12 month period, or at the end of the agreed extension period, and with no further notice, Action Group funds will be absorbed into the general LPIRG Action Group fund and the Action Group will no longer have claim to that money.
 - e. If the Action Group wishes to dissolve, the Action Group will submit a letter/email of dissolution to the LPIRG board and brief final report.

Non-compliance with Agreement

LPIRG reserves the right to review the status of any Action Group that fails to adhere to the above mentioned requirements. This may result in the removal of the Action Group from active status and the loss of access to LPIRG funds.



Action Group Liaison

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

On behalf of _____(AG name)

Action Group Liaison signature_____

Date_____,_____,_____

Action Group Financial Coordinator

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

Action Group Financial Coordinator signature_____

Date_____,_____,_____

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