



STUDENT LIFE GRANTS COMMITTEE TERMS OF REFERENCE

OBJECTIVES

Members of the Committee will work collaboratively to:

- Adjudicate and award Student Life Grants (Campus Community Engagement and Anti-Racism Streams) by reviewing grant applications and assessing whether applications meet the granting criteria.
- Promote the Student Life Grant program and its goals of supporting and nurturing campus engagement and anti-racist activism amongst students.
- Acknowledge and celebrate student creativity, engagement, activism, and leadership through the recognition of Student Life Grant recipients and their initiatives.
- Support student learning and development by providing meaningful responses, encouragement, and opportunities for further engagement to grant applicants who are declined.
- Regularly review and (re)assess whether student life grant application processes and procedures are accessible, inclusive, and inviting.

BUDGET

The Office of Student Life (OSL) will allocate funds for the Student Life Grant (Campus Community Engagement and Anti-Racism Streams) on an annual basis. The fund amount, which is subject to change, is currently \$10,000 per fiscal year. These funds will be allocated through the Committee and administered through the OSL in accordance with the Committee's decisions.

COMMITTEE COMPOSITION

The Committee will be chaired by the *Associate Director, Student Experience*, of the Office of Student Life, with an administrative professional from the Office of Student Life supporting the committee.

Committee membership will include representative(s) from the following:

- UVic Office of Student Life
- UVic Indigenous Academic and Community Engagement
- UVic Equity and Human Rights
- UVic Wellness, Recreation and Athletics
- UVic International Centre for Students
- UVic Student Awards and Financial Aid
- University of Victoria Students' Society
- UVic Graduate Students' Society
- UVic Students of Colour Collective



Representatives from new groups will be added as deemed appropriate by the committee.

As part of our commitment to anti-racism and equity, the Committee will consist of a minimum of 30% BIPOC members (via self-identification). When necessary, this may require targeted recruitment.

TERMS OF MEMBERSHIP

- For staff and faculty representatives, committee membership will be for a two-year term. New members may join on a rolling basis throughout the year.
- For student representatives who are graduating and/or in one-year student governance positions, committee membership will be for a one-year term.
- All committee members may renew their term once, by indicating an expression of interest to renew and through approval by the committee.

DECISION MAKING

- The Committee will use a consensus-based decision-making approach to adjudication of the Student Life Grant.
- If more applicants are selected by the committee than the allotted funding can permit, committee members will each numerically rank the individual applicants using the UVic Student Life Grant Process Checklist. Final funding decisions will be based on the highest averages of rankings.
- Quorum for the Committee is 60% of all members. This shall include a 30% BIPOC member quorum. If quorum is not met, the committee will adjourn and reschedule.

CONFLICT OF INTEREST DISCLOSURE

- It is expected that Committee members may have knowledge of or relationships to student applicants and their initiatives. To promote transparent and fair decision-making, all Committee members must disclose any real or perceived conflict of interest prior to participating in decision-making processes. This includes, but is not limited to:
 - Financial interests related to the grant application.
 - Personal relationships with applicants or other stakeholders.
 - Any other situation that could compromise impartiality.
- Conflict of interest disclosure must be made in advance of the discussion and decision making for the application in question, either via email to the committee members or during the committee meeting in which the application is being discussed.
- Upon disclosure, together with the input of other Committee members, the Chair will evaluate the disclosed conflicts and determine appropriate measures to manage or eliminate them.
- Measures may include recusal from decision-making or other actions as deemed necessary.



MEETING STRUCTURE & FREQUENCY

- Committee meetings will be scheduled around the Student Life Grant application deadlines, which occur once per term falling on:
 - January 31
 - June 30
 - September 30
- Application deadlines are subject to change and will be designated by the Committee.
- The Committee will meet 1-3 weeks after every application deadline throughout the year and additionally as required.
- The Chair may cancel meetings or call additional meetings as required. Committee members may also request additional meetings by communicating the rationale for convening to the Chair.
- Participation will be virtually until and unless the Committee determines it is appropriate to meet in person.

AMENDMENTS

Annual revisions may be necessary to respond to changes in internal and external environments; these will be facilitated through regular meetings of the Committee. The Committee commits to reviewing the Terms of Reference every two years or sooner as required.