CSS STUDENT ENHANCEMENT FUND

PREAMBLE
The purpose of the Student Enhancement Fund is to assist/support projects that enhance the quality of student life at the University of Toronto at Scarborough.

ELIGIBILITY

• Any recognized student organization, university department, or individual enrolled at UTSC is eligible to apply for funding.
• Initiatives that are deemed the exclusive responsibility of the University’s operating budget will not be considered.

Projects that will receive priority consideration include:
• Projects promoted by students
• New projects that have not been previously funded
• Campus-wide education or Outreach programs
• Accessibility or Equity programs
• Applications that demonstrate a need for financial assistance

PROPOSAL GUIDELINES
Proposals must include the following information:

✓ The name of the group/department/individual requesting funds
✓ Contact information (full name, telephone number and email) for the primary contact
✓ The name of the project/initiative
✓ An overview of the project including the purpose, time, date, location and expected participation
✓ How this project will enhance student life on campus
✓ A budget outlining all expenses and revenues, funding from other sources and the total cost of the project
✓ The total amount of funds requested from the Enhancement Fund
DEADLINES
Project proposals will be considered three times a year. Deadline dates for the 2015-16 academic years are:

- Friday October 14, 2016
- Friday January 6, 2017
- Friday February 24, 2017

Reminders of deadlines will be posted via the intranet.
Late or incomplete applications will not be considered.
All proposals must be submitted online through the Intranet before 11:59pm on the deadline date.

NOTIFICATION
Once a decision has been made by the Enhancement Fund Sub-Committee, and approved by the Council on Student Services, the group/department/individual will be notified. Funding allocations will depend on the funds available at that point in time.

DISTRIBUTION OF FUNDS

- Once a group/department/individual has been granted funding, they are responsible for the initial payment of all project costs.
- Individuals will only be reimbursed after documentation/receipts have been submitted via the Office of Student Affairs & Services.
- Funds allocated through the CSS Enhancement Fund remain available for use until September 30th of the academic year following the one in which they were awarded.
- Reimbursement is at the discretion of the Office of Student Affairs.

APPLICANT RESPONSIBILITIES
Groups/departments/individuals that request and receive funds are responsible for the following:

- All campus groups are required to attend a “Funding Frenzy” workshop to be eligible.
- Read and accept the Student Enhancement Fund Guidelines.
- Submit a written project proposal via the intranet before the deadline.
- Provide documentation/receipts to the Office of Student Affairs & Services to claim all funds spent by September 30, 2017.

QUESTIONS?
Please contact Megan Lindsay, Student Affairs Assistant, Office of Student Affairs and Services, Student Centre, SL-157 by phone at 416-208-4760 or by email at lindsay@utsc.utoronto.ca