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 16, 2015**
- **Friday January 8, 2016**
- **Friday February 26, 2016**

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.

APPLICANT RESPONSIBILITIES
Groups/departments/individuals that request and receive funds are responsible for the following:
- 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, 2016.

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