DSA ASSISTANCE PROGRAM

PREAMBLE
The purpose of the DSA Assistance Program is to assist/support projects that enhance the quality of student life at the University of Toronto at Scarborough.

ELIGIBILITY
Any recognized Departmental Students’ Association 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:
• Those promoted by students
• New projects that have not been previously funded
• Campus wide education or Outreach programs
• Accessibility of Equity programs
• Those that demonstrate a need for financial assistance

PROPOSAL GUIDELINES
All proposals must be submitted through the application form found on the Intranet. All applications must include:
• 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 DSA Assistance Program.

DEADLINES
Project Proposals will be considered three times a year. Deadline dates for the 2016-17 academic year are:
• Friday October 14, 2016
• Friday January 6, 2017
• Friday February 24, 2016

NOTIFICATION
Once a decision has been made by the DSA Assistance Program committee, the group/department/individual will be notified in writing. 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 and receipts have been submitted via the Office of Student Affairs & Services. Funds allocated through the DSA Assistance Program remain available for use until September 30th of the academic year following the one in which they were awarded.