PREAMBLE
The purpose of the DSA Assistance Program is to assist/support projects by Departmental Student Associations (DSA’s) that enhance the quality of student life at the University of Toronto at Scarborough.

ELIGIBILITY
- Any recognized Departmental Students’ Association at UTSC are eligible to apply for funding.
- Initiatives that are deemed the exclusive responsibility of the University’s operating budget will not be considered.

<table>
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<th>Projects that will receive priority consideration include:</th>
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<td>• Projects promoted by students</td>
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<td>• New projects that have not been previously funded</td>
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<td>• Campus-wide education or Outreach programs</td>
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<td>• Accessibility or Equity programs</td>
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<td>• Applications that demonstrate a need for financial assistance</td>
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PROPOSAL GUIDELINES
All 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 DSA Assistance Program.

NOTIFICATION
Once a decision has been made by the DSA Assistance Program, 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 decision has been made by the DSA Fund Committee, the DSA will be notified. Funding allocations will depend on the funds available at that point in time.
- 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 DSA Assistance Program 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.

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.

APPLICANT RESPONSIBILITIES
DSA's that request and receive funds are responsible for the following:
• All DSA’s are required to attend a “Funding Frenzy” workshop to be eligible.
• Read and accept the Student DSA 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, 2018.

DEADLINES:
• Round 1: Friday October 13, 2017
• Round 2: Friday, January 12, 2018
• Round 3: Friday February 23, 2018

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