

Partnership Fund

Preamble:

The purpose of the Partnership Fund is to encourage campus wide collaborations on innovative initiatives, projects, and events that promote a vibrant student experience and are consistent with the strategic goals of UTSC. The Partnership Fund is funded by UTSC, the Office of Student Experience & Wellbeing and the Council on Student Services. Originally it was funded through contributions by the Office of Student Experience & Wellbeing.

Eligibility:

- Any recognized student club or organization, UTSC staff and departments, and/or Faculty and academic departments are eligible to apply for funding.
- Initiatives that are eligible for other existing funding resources will not be considered, unless they have exhausted their additional funding sources (i.e. CSS Enhancement, SCSU Club Funding, and DSA Funding).
- The application must include at least a partnership between one or more: student organizations/clubs, UTSC staff, faculty, or departments.
- Partnerships can also include external community collaborations.

Projects that will receive priority consideration include:

- Proposals that involve two or more active partnerships
- Projects that promote campus wide involvement and participation at UTSC
- Accessibility and equity engagement initiatives
- Campus wide education or outreach programs, consistent with UTSC strategic goals
- Initiatives 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 primary contact
- ✓ The name of the project/initiative
- ✓ An overview of the project including the purpose, date, time, location and expected participation numbers, target audience and the marketing plan
- ✓ How this project will enhance student experience at UTSC, including expected outcome(s)
- ✓ Commit to submitting a summary of the approved initiative, project or event to the partnership fund, when submitting receipts
- ✓ A budget outlining all expenses and revenues, funding from other sources and total cost of the project
- ✓ The total amount of funds requested from the Partnership Fund

Distribution of Funds:

- Once a decision has been made by the Partnership Fund Committee, the primary contact for the group/department/individual 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 Experience & Wellbeing.
- Reimbursement is at the discretion of the Office of Student Experience & Wellbeing.
- Funds allocated through the Partnership Fund remain available for use until September 30th of the academic year following the one which they were awarded.

Applicant Responsibilities:

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

- All campus groups must attend a “Funding Frenzy” workshop to be eligible.
- Read and accept the Partnership Fund guidelines.
- Submit a written project proposal via the intranet before the deadline.
- Attend and present the project to the Partnership Fund Committee and answer any questions if required.
- Provide documentation/receipts to the Office of Student Experience & Wellbeing to claim all funds no longer than 6 months after the expense was incurred.
- Present and share any information obtained during the project/event with members of the UTSC community.

Deadlines:

- Round 1: Wednesday, October 12, 2022
- Round 2: Friday, January 13, 2023
- Round 3: Wednesday, February 22, 2023

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 11:59 p.m. on the deadline date.

Questions?

Please contact us by phone at 416-208-4760 or by email at studentexperience.uts@utoronto.ca.