



CSS STUDENT ENHANCEMENT FUND

I. 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.

I. 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:

- Those promoted by students
- New projects that have not been previously funded
- Campus-wide education or Outreach programs
- Accessibility or Equity programs
- Those that demonstrate a need for financial assistance

II. PROPOSAL GUIDELINES

All proposals must be dropped off at the Office of Student Affairs & Services prior to 5:00pm. Proposals should not exceed 4 pages, and 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

III. DEADLINES

Project proposals will be considered three times a year. Deadline dates for the 2009-10 academic year are:

- Friday, November 6, 2009
- Monday, January 11, 2010
- Friday March 5, 2010

IV. 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 in writing. Funding allocations will depend on the funds available at that point in time.

V. DISRIBUTION 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.

VI. 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 within the timelines indicated in section IV
- Attend an Enhancement Fund Sub-Committee Meeting to briefly present the project and answer any questions if required
- Provide documentation/receipts to the Office of Student Affairs & Services to claim all funds spent
- Present and share any information obtained during the project/event with members of the UTSC community