Partnership Fund

I. 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.

II. ELIGIBILITY
Any recognized student club or organization, UTSC staff and departments, and Faculty and academic departments are eligible to apply for funding.

Initiatives that are eligible for other existing funding resources will not be considered (i.e. CSS Enhancement, SCSU Club Funding, and DSA Funding)

The application must include at least a partnership between one or more student organizations or clubs, and a UTSC staff, faculty, or department. Partnerships can also include external community collaborations.

Projects that will receive priority consideration include:
• Proposal involves 2 or more active partnerships
• Projects that promote campus wide involvement and participation
• Accessibility of equity programs
• Campus wide education or outreach programs, consistent with UTSC strategic goals
• Initiatives demonstrate a need for financial assistance

III. PROPOSAL GUIDLINES
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/departmen/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
IV. DEADLINES
Project proposals will be considered three times a year. Deadline dates for the 2014-2015 academic year are:
- Friday, October 31, 2014
- Wednesday, January 7, 2015
- Wednesday, March 4, 2015

V. NOTIFICATION
Once a decision has been made by the Partnership Fund Committee, the primary contact for the group/department/individual will be notified in writing (email). Funding allocations will depend on the funds available at that point in time.

VI. 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 Partnership Fund remain available for use until September 30th of the academic year following the one which they were awarded.

VII. APPLICANT RESPONSIBILITIES
Groups/departments/individuals that request and receive funds are responsible for the following:
- Read and accept the Partnership Fund
- Submit a written project proposal within the timelines indicated in section IV
- Attend and present the project to the Partnership Fund Committee and answer any questions if required
- Provide documentation/receipts/summary of outcomes to the Office of Student Affairs & Services to claim all funds approved expenditures
- Present and share any information obtained during the project/event with members of the UTSC community

Complete applications must be submitted to:

Cathy Fontaine
Student Affairs Assistant
Office of Student Affairs and Services

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