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 Affairs & Services and the Council on Student Services. Originally it was funded through contributions by the Office of Student Affairs & Services.

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:

- 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

Proposals must include the following information:

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 Affairs & Services.
- Reimbursement is at the discretion of the Office of Student Affairs.
- 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 Affairs & Services to claim all funds spent by September 30, 2019.
• Present and share any information obtained during the project/event with members of the UTSC community.

**Deadlines:**
• Round 1: Friday, October 18, 2019
• Round 2: Friday, January 10, 2020
• Round 3: Friday, February 21, 2020

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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.

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**Questions?**
Please contact us by phone at 416-208-4760 or by email at stuaff@utsc.utoronto.ca.