Student Enhancement Fund

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.

Eligibility:
• Any recognized student organization, university department, or individual enrolled at UTSC is eligible to apply.
• Initiatives that are deemed the exclusive responsibility of the University’s operating budget will not be considered.

Projects that will receive priority consideration include:
• Projects promoted by students
• New projects that have not been previously funded
• Campus-wide education or Outreach programs
• Accessibility or Equity programs
• Applications that 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 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 Student Enhancement Fund

Distribution of Funds:
• 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. 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 CSS Enhancement Fund 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 & Services.

**Applicant Responsibilities:**

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

- All campus groups are required to attend a “Funding Frenzy” workshop to be eligible.
- Read and accept the Student Enhancement 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, 2019.

**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.