Departmental Student Association (DSA) Assistance Program

Preamble:
The purpose of the DSA Assistance Program is to assist/support projects that enhance the quality of student life and the academic experience at the University of Toronto at Scarborough.

Eligibility:
Any recognized Departmental Students’ Association 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:

- Academic initiatives (i.e. networking events with faculty and industry experts, panels, guest speakers, etc.)
- Campus-wide education or outreach programs
- Supports access to inclusive excellence (i.e. through accessible accommodations, serving equity deserving populations, supports Truth and Reconciliation, etc.)
- Supporting general operations of DSA services
- Attend a Funding Frenzy Workshop offered by Student Life

Proposal Guidelines
All proposals must be submitted online prior to 5:00pm. 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/initiative will enhance academic 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 DSA Assistance Program.
Deadline:
Project Proposals will be considered three times a year. Deadline dates for the 2023 academic year are:
- Round 2 – February 17, 2023
- Round 3 – March 24, 2023

Notification:
Once the committee has decided, the group will be notified in writing. Funding allocations will depend on the funds available at that point in time.

Distribution of Funds:

Once a group has been granted funding, they are responsible for the initial payment of all project costs. Individuals will only be reimbursed after documentation and receipts have been submitted via the Office of Student Experience and Wellbeing. Funds allocated through the DSA Assistance Program remain available for use until six months of the incurred expense date.

Applicant Responsibilities:

Groups that request and receive funds are responsible for the following:
- Read and accept the DSA Assistance Program Guidelines
- Submit a written project proposal within the timelines indicated
- Attend a Funding Frenzy Workshop
- Provide documentation/receipts to the Office of Student Experience and Wellbeing to claim all funds spent
- Present and share any information obtained during the project/event workshop with members of the UTSC community upon request.

Questions:

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