

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 Experience & Wellbeing.
- 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 Experience & Wellbeing.

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 Experience & Wellbeing to claim all funds no longer than 6 months after the expense was incurred.**

Deadlines:

- **Round 1: Wednesday, October 12, 2022**
- **Round 2: Friday, January 13, 2023**
- **Round 3: Wednesday, February 22, 2023**

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.**

Questions?

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