Canada 150 Student Fund @UofT - Guidelines*

I. General Guidelines

1. Background

Canada is preparing for its 150th birthday (Sesquicentennial) on July 1, 2017. This milestone provides an opportunity for the University community to consider our nation's history, while also reflecting on what it means to be Canadian as we move further into the 21st century.

2. Student Fund

The Vice-President and Provost has created a Canada 150 Student Fund @UofT to support student initiatives tied to the theme of Canada's Sesquicentennial. The format of the activity or event is up to you. It could be a visual display, a virtual panel discussion, a guest speaker, a YouTube video, etc. All funded initiatives will be featured on U of T's Canada 150 webpage.

16 student initiatives will be awarded up to $1,000 each.

Round 1 deadline for application: **April 1, 2016**

Round 2 deadline for application: **October 1, 2016**

To apply, please submit a fully completed **application form** (Word document) to canada150@utoronto.ca by one of the above deadlines.

3. Steering Committee

Proposals will be evaluated by a subcommittee of the Sesquicentennial Steering Committee, which has been established to support and coordinate Sesquicentennial programming and activities within the University. For more detail, please see the Committee's Terms of Reference.

All questions about the Canada 150 Student Fund @UofT should be sent to canada150@utoronto.ca .

*Adapted from University of Toronto Student Life materials.

4. Eligibility

Registered U of T undergraduate students (including those in professional faculties) or graduate students from any campus are eligible to apply. Students may apply as individuals or as part of a group.

In-person events must be held on the St. George, University of Toronto Mississauga, or University of Toronto Scarborough campus in the **2017** calendar year.

5. Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria:

- Relevance to the Sesquicentennial
- Links to one of President Gertler's Three Priorities of urban engagement, leveraging international partnerships, or reinventing and reimagining undergraduate education
- Connection with a broad and diverse student community
- Adds value to the internal and/or external U of T community

Proposals will not be funded if they:

- Are for the purpose of fundraising
- Are held outside of U of T (e.g. an application submitted by a U of T St. George student on behalf of an external community-based organization)
- Involve personal expenses
- Include alcohol-related expenses
- Are for general operating expenses of student clubs or organizations. This Fund is intended for projects/events/activities and not business cards, apparel, or compensation for event organizers
- Exclude any student or student group from participation
- Required event planning and risk management practices were not implemented

6. Project Planning Support

The following resources on your campus are available to you if you need help planning your project:

St. George: The Student Life Ulead and leadership development programs.

UTM Dale Mullings, Assistant Dean, Students & International Initiatives; phone: 905-569-4983; email: dale.mullings@utoronto.ca

UTSC Chris Balarajah, Business Officer & Executive Assistant to the Dean of Student Affairs; phone: 416-287-7674; email: balarajah@utsc.utoronto.ca

II. Application Form Guidelines

7. Student Eligibility

A proposal may be submitted by a registered University of Toronto student, by a group of registered U of T students, by a recognized U of T student society, or by a recognized U of T campus group. The primary or secondary student contact listed on the Application Form must be registered at the University of Toronto at the time when the initiative takes place in the 2017 calendar year (i.e. Winter 2017 or Fall 2017 term).

8. Other Sources of Funding

Students may seek additional sources of University funding for the proposed initiative. Possible sources include the Hart House Good Ideas Fund, the Dean's Student Initiatives Fund - Faculty of Arts and Science, and the University of Toronto Students' Union, as applicable. Please also consult the campus resources listed above in Section 6.

9. Description of Initiative

Provide a description (250 words or less) of the Sesquicentennial initiative that you are proposing. This is your chance to explore, challenge, or celebrate the connection between the University and Canada's past, present and future.

10. Collaboration

Students, groups of students, or recognized student groups are encouraged to look for opportunities to work with each other on separate but related initiatives. Proposals must be submitted separately and will be evaluated separately, but applicants should outline any plans for collaboration with another applicant.

The Subcommittee will approve at most **only one application per student or student group** in either Round 1 or Round 2, i.e. successful applicants in Round 1 may not reapply for funding in Round 2.

11. Budget

The Subcommittee has the right to fund all or partial line items within the proposed budget. Food costs should be reasonable, based on event size, length, and location.

Approved initiatives will be funded even if they will receive additional funding from other sources.

12.   Acknowledgement of Funding

Successful applicants are asked to coordinate with the Sesquicentennial Steering Committee on the development, implementation, and communication of the initiative, including acknowledge the Canada 150 Student Fund @UofT as a project partner on all materials.

All funded initiatives will be featured on U of T's Canada 150 webpage.

III. Post-Submission Process

13.   Notification of Decision

All proposals will be reviewed by the Subcommittee, which is composed of four student members and two administrative staff members of the Sesquicentennial Steering Committee. Once the Subcommittee makes its decision, all applicants will be informed by email as to whether their proposal is approved, declined, or if further information is needed. The Subcommittee's decisions are final.

Successful applicants are required to respond within **ten business days**, indicating they will accept the funding. Information about where and how to obtain approved funding will then be provided.

Failure to respond will result in forfeiture of funding.

14. Funding

If your initiative is approved for funding, you can go ahead and make it happen. You can request up to 60% of your allotted funds before the project starts, based on the budget provided with your approved application. If you use this "seed funding" before the project starts, you may request the release of additional funds, provided that you include an interim expense report with your request.

When your initiative is finished, you must complete and submit a post-initiative report within one month of your project conclusion in order to receive all of your allotted funds. This report must outline the actual funds used, and must include all documentation of expenses for which reimbursement is being requested (receipts, invoices, charges, bills, etc.). Only expenses with corresponding original receipts will be eligible for reimbursement. After the post-initiative expense report is received, the balance of funds will be released. This will take a minimum of 35 days.

Failure to submit a complete post-initiative report will result in the project applicant being personally responsible for the project costs.

Questions? Email us at canada150@utoronto.ca .