

## Student Initiative Fund: Terms of Reference (Updated April 2015)

### Background

The Division of Student Life (SL) annually receives requests for funding from students with ideas on how to positively contribute to the student experience at the University of Toronto. In response to this demand, SL has created the Student Initiative Fund (SIF) to assist students in accomplishing their goals.

Requests for funding to the SIF can be submitted by any University of Toronto St. George student who is assessed non-academic compulsory incidental fees, or any student group (recognized or otherwise) whose members are assessed non-academic compulsory incidental fees for any project for which they can demonstrate that the spirit of the project broadly aligns with the University of Toronto's mission, vision and values as outlined in the University's Statement of Institutional Purpose and Statement on Human Rights. The SIF Committee will decide upon all funding requests and may award amounts up to \$5,000.00 annually to one student/student group/project.

### SIF Committee

The committee will be comprised of:

1. Six student members as follows:
  - One student member as appointed by the University of Toronto Students' Union.
  - One student member as appointed by the University of Toronto Graduate Students' Union.
  - One student member as appointed by the University of Toronto Association of Part-Time University Students.
  - One student member as appointed by the Assistant Vice-President Student Life from the general University of Toronto student population.
  - Two student members as appointed by the Assistant Vice-President Student Life from the executive of a recognized student club.
2. Two staff members as follows:
  - One staff member as appointed by the Assistant Vice-President Student Life from the groups of University staff known as the Student Life Professionals.
  - One staff member as appointed by UofT Ancillary Services, Trademark Licensing Department.
3. Two non-voting members as follows:
  - A non-voting chair as appointed by the Assistant Vice-President Student Life whose role is to ensure that process and due diligence is followed.
  - A non-voting recording secretary appointed by the Assistant-Vice President Student to assist in scheduling meetings, collecting proposals, preparing for the meeting, record keeping, communicating with applicants and generally assisting the chair.

Meeting attendance must be confirmed 2 business days in advance of scheduled meetings to ensure quorum is met.

Should any particular constituent not wish to provide a member to sit on the committee, the Assistant Vice-President Student Life will appoint a student member at his/her discretion, attempting to select a student who best represents that constituency.

The committee will meet at least once per funding session and review all proposals submitted at least 1 week prior to the meeting date until all the funds have been distributed.

Committee members will serve for a term of one year effective May 1 (with opportunity for renewal).

The Office of Student Life will 'advertise' vacant positions on the committee through typical communication channels to students (ie) U-Life, U-Lead, Student Bloggers.

Quorum for the meeting will be 5 voting members.

**Committee members will review the SIF Terms of Reference on an annual basis and make recommendations to the chair to forward the recommendations on behalf of the committee to the Assistant Vice-President Student Life for approval.**

The intent of the Student Initiative Fund is to provide a source of funding to assist students in implementing programs that contribute toward a positive student experience and foster a sense of community at the University of Toronto.

Proposals will not be funded if the project:

- Is for the purpose of fundraising
- Is held outside of the University of Toronto Community, i.e. an application is submitted by a University of Toronto St. George student on behalf of his/her community based organization
- Involves personal expenses
- Includes alcohol-related expenses
- Is capital in nature, unless the capital is used for the formation of a new student club
- Is for general operating expenses of student clubs or organizations, i.e. SIF is intended for projects/events/activities and not business cards, apparel, compensation for event organizers
- Is from an applicant who has not submitted the post-project reports for previous SIF-funded projects
- Excludes any student or student group from participation
- Requires reasonable event planning and risk management practices, and these have not been applied

Student and student groups applicants are encouraged to:

- Work with another student/club and submit multiple applications up to the maximum amount i.e. if students are working together they can increase their total potential funding allotment

- Seek approval of funding from other sources such as the Hart House Good Ideas Fund, or the University of Toronto Students' Union
- As part of their applications applicants will disclose if they are working with a University 'office' in the delivery of their project
- Successful projects are asked to recognize the Student Initiative Fund as a project partner.

### **Transferring Funds and Reporting from Fund Recipients**

60% of the funding request, based on the projected budget provided with the application, will be made available if requested. Within one month of the project conclusion, the sponsor/applicant will provide a detailed expense report of the project including all receipts up to the total approved amount. Only expenses with corresponding original receipts will be eligible for reimbursement. After the post-project report is received, the remaining expenses will be released. Failure to supply a post-project report will result in the project sponsor/applicant being personally responsible for the project costs. Should the 60% 'seed' funding be exhausted, a request for additional funds accompanied by an interim expense report could be submitted.

### **Reporting from Student Life**

As part of the annual Council on Student Services meeting schedule, Student Life will present a report outlining funds collected, projects receiving funding, and a current balance. Should a positive current fund balance exist at year end, these funds will carry over to the following year and will be eligible for distribution.

All annual reports will also be made public on the Student Life website after consideration by the Council on Student Services.