

HEART WORKS FUND GUIDING PRINCIPLES AND FINANCIAL TERMS OF REFERENCE

TIER 1: Funding can support catering + supplies for events.

- Up to \$500 available.

TIER 2: Funding can support speakers/facilitators fees.

- Up to \$500-\$1499 funding available.

NOTE: Groups can only apply for either Tier 1 or Tier 2 once per academic year.

The successful application is selected by a Student Advisory Committee.

Honoraria and Fees for Services

HONOARIUM	FACILITATOR FEE
Used as a symbol of gratitude for assistance with an initiative.	Paid via invoice for service provided to the project or event.
Does not require an invoice.	Requires an invoice.
Maximum of \$150 per person (subject to pre-approval).	Can be greater than \$150 (subject to pre-approval).
Honorarium will be provided directly through the MFC to the facilitator/speaker.	MFC will handle invoicing directly.

- Regarding fees for services, the MFC will fund these fees up to what the MFC deems reasonable, based on aspects including but not limited to impact, audience, budget and value to the greater University of Toronto campus community. An appropriate invoice (services such as speakers, entertainment, catering, and music) must accompany all fees for services.
 - Invoices for revenue spent on expenses
- Initiatives cannot be run at a profit, e.g., revenue plus MFC funding cannot exceed initiative expenses
- A contact is required for money paid from other university sources

Eligible Expenses

A student/group can only receive one tier one and one tier two in an academic year.

A student/group can only be funded up to once per year for any given event.

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
- Is for general operating expenses of student clubs or organizations, i.e., HWF 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 HWF funded projects
- Excludes any student or student group from participation.
- Requires reasonable event planning and risk management practices, and these have not been applied
- HWF will only fund programs and initiatives that take place on the University of Toronto's St. George Campus spaces. Pursuant to the Governing Council "Policy on the Framework on Off-Campus Safety", any HWF sponsored event will require its organizers to review the framework. When necessary, the organizers may also be required to meet with staff to implement appropriate principles concerning safety.
- Is for non-University of Toronto St. George students, including high school students. The primary audience must be U of T St. George students.
- University of Toronto students must make up 50% of the initiative's participants.
- Digital marketing expenses may not exceed \$50.
- Website development and design costs are considered capital costs and are therefore not eligible for funding.
- Proof of payment instructions can be found in your acceptance email and HWF terms of reference.

Student and student group applicants are encouraged to:

- Seek approval of additional funding from other sources such as the Hart House Good Ideas Fund, the University of Toronto Students' Union, or Colleges/Faculties.
- 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 Heart Works Fund and Multi-Faith Centre as a project partner.

NOTE: Students are required to disclose all additional funding sources that they are using for the proposed project, provide a contact for each funding source, and also outline what expenses the additional funding is being utilized towards to the MFC.