

**STUDENT INITIATIVE & BLACK STUDENT ENGAGEMENT FUND****POST-INITIATIVE REPORT FORM – UPDATED OCTOBER 2023**

Once completed, please ensure to submit along with receipts and invoices to [sif@utoronto.ca](mailto:sif@utoronto.ca).

**A. Overview & Contact Information**

Name of Initiative		
Date of Initiative		
Submission Date of Post-Initiative Form ( <b>Note:</b> Within 30 days following initiative date)		
Total Amount Approved by SIF/BSEF (\$)		
Total Amount Advanced by SIF/BSEF (\$)		
<b>Balance</b> Submitted to SIF/BSEF for Reimbursement (\$) (Subtract amount advanced from the total amount approved)		
Enter full <b>legal</b> name/organization this amount is payable to (cheque can't be reissued). If the fund needs to be transferred internally to department, contact SIF Office at <a href="mailto:sif@utoronto.ca">sif@utoronto.ca</a>		
Full Name of Primary Contact (this must be the same primary contact as the initial application)		
Email ( <a href="mailto:mail.utoronto.ca">mail.utoronto.ca</a> )		
Telephone Number		
Which other funding bodies did you receive funding for this initiative?	<input type="checkbox"/> Faculty of Arts & Science Dean's Student Initiative Fund <input type="checkbox"/> Hart House Good Ideas Fund <input type="checkbox"/> University of Toronto Students Union (UTSU) <input type="checkbox"/> Multi-Faith Centre Heart Works Fund <input checked="" type="checkbox"/> Other:	
The SIF or BSEF Committee will <b>NOT</b> fund initiatives that does not reflect its Terms of Reference, which include an initiative that:		
<ul style="list-style-type: none"> <li>• Is for the purpose of fundraising</li> <li>• 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</li> <li>• Involves personal expenses</li> <li>• Includes alcohol-related expenses</li> <li>• Is capital in nature, unless the capital is used for the formation of a new student club</li> <li>• Is for general operating expenses of student clubs or organizations, i.e. SIF and BSEF is intended for projects/events/activities</li> <li>• Is from an applicant who has not submitted the post-project reports for previous SIF and/or BSEF-funded projects</li> <li>• Excludes any student or student group from participation</li> </ul>		

- Requires event planning and risk management practices, and these have not been applied

By checking this box, I confirm that any invoices, itemized receipts, or supporting document does not violate SIF and BSEF Terms of Reference as listed above.

The original invoice or receipt must be attached to this form indicating expenses incurred for SIF reimbursement. The following information must be included on the invoice/receipt:

- 1) Total purchased amount
- 2) Detailed items purchased (please ask vendor if they don't provide it)
- 3) Payment proof /method of payment – i.e. paid cash or credit card/debit card (attach 4 or 5 below)
- 4) Credit card transaction receipt indicating last 4 digits of your credit card number, or a copy of the credit card statement showing the charge and the name of the cardholder\* (i.e. Visa or Mastercard bill – all non-relevant items may be blackout for privacy)
- 5) Bank account statement showing the name of the cardholder\* (i.e. debit purchases – all non-relevant items may be blackout for privacy)

\* Cardholder should be either primary or secondary contact

**Note:** receipts will not be returned

The following will **not** be accepted as proof of purchase(s):

- × Documents that list an estimate, quote, price list or tender
- × Scanned or photocopied receipts (must be original and itemized)

**Note:** It takes approximately 35 days for a cheque to be provided after this post-initiative form is submitted.

**B. Updated Budget Summary**

Revenue (sources of funding)	
Source	Amount
Source 1	\$
Source 2	\$ -
Source 3	\$ -
Source 4	\$ -
Source 5	\$ -
Source 6	\$
<b>Total Revenue</b>	<b>\$ -</b>

\*\* Revenue from sales of ticket or pizza etc. must be listed here. Sales of tickets or food, or support/fund grants from other departments at U of T.

All sources of revenue/funding for the initiative must be listed here.

**Expenses**

Please list each receipt separately (do not group receipts together). Please list all expenses for the initiative, which includes expenses covered by other funding sources. If there is a particular source of funding, please make note of that.

If there are other expenses for other funding source for this project, attach the expense summary to this form. Receipts should be stapled on a separate sheet of paper and numbered. Ex. Receipt#1

Receipts number#	Notes (Where is the receipt from? What was purchased?)	Amount (Canadian \$)
Receipt 1		\$ -
Receipt 2		\$ -
Receipt 3		\$ -
Receipt 4		\$ -
Receipt 5		\$ -
Receipt 6		\$ -
Receipt 7		\$ -
Receipt 8		\$ -
Receipt 9		\$ -
Receipt 10		\$ -
Receipt 11		\$ -
Receipt 12		\$ -
Receipt 13		\$ -
Receipt 14		\$ -
Receipt 15		\$ -
<b>Total Expenses</b>		\$ -
<b>Balance Difference</b>		
	Revenue	\$ -
	Expenses	\$ -
	Difference	\$ -

**\*\* Claimant Declaration:**

I certify that I have incurred the expenses claimed, they are in compliance with Student Initiative Fund (SIF) and Black Student Engagement Fund (BSEF) Terms of Reference or Guiding Principles and have not been claimed through other sources.

Signature of Claimant

\_\_\_\_\_

Print Name

### C. Event Documentation

The SIF/BSEF Committee requires documentation you may have for the funded initiative to be attached to this post-initiative report.

These documents **must** include:

- Written summary/reflection (250 words max) which also includes approximately how many U of T students were in attendance

And may also include:

- Pictures
- Testimonials
- Press Releases
- Anything you think the SIF/BSEF Committee can view!

**Written summary/reflection (250 words max.)**

### D. Digital Signatures

Primary Contact Full Name

Secondary Contact Full Name