

CARLETON UNIVERSITY UNDERGRADUATE STUDENT ACTIVITIES FUND

The Student Activities Fund is administered through the Office of Student Affairs. Applications for funding may be submitted by Carleton University Student Organizations, recognized student groups and individual students. The approval of an application for funding depends upon the availability of University. Applications must be submitted by the student(s) who are participating in the event.

Activities eligible for consideration include:

- 1) Activities or projects to enhance student life on campus;
- 2) Activities, conferences or events to benefit Carleton University students; and
- 3) Individual requests to participate in educational conferences or events which will:
 - i) enhance a student's leadership potential;
 - ii) promote Carleton University externally; or,
 - iii) complement the student's university experience.

Items eligible for funding include:

- Equipment
- Supplies
- Educational programming costs
- Conference and travel expenses

Criteria for funding include:

- Being a registered student at Carleton University.
- Requests are made in conjunction with other funding options.
- Only one application per student or group per academic year will be accepted.
- Liability considerations, which may include the submission of a Student Event Risk Management Form.

Volunteer Activities

- The Student Activities Fund will provide a maximum of \$100.00 for non recoverable personal expenses to individual students participating in volunteer activities (for example Engineers Without Borders). Group fundraising activities will be considered on a case by case basis.
- The Student Activities Fund will not support volunteer requests for funding where it appears that the request is seeking funds to subsidize an increase in projected charitable donations.
- When submitting requests relating to a Volunteer Activity, students must submit a full budget detailing their financial obligations towards the Volunteer Activity.

Grants provided under this fund are not intended to support existing projects, co-operative education, thesis projects, student volunteer placements, student exchange travel expenses, summer fieldwork placements, laboratory operating costs, or individual educational program requirements. Funding will not be provided to Faculty or Staff or to support co-curricular classroom activities. Additionally, the Student Activities Fund will specifically not fund the following items:

- The purchase of alcohol

- Staffing costs

Normally, funds allocated to individuals range from \$50.00 to \$250.00 for individual requests and \$500 - \$1,000 for group events depending upon the project.

The Student Activities Fund does not support requests from Graduate students. Please contact the Faculty of Graduate and Postdoctoral Affairs for funding.

HOW TO APPLY FOR FUNDING

Letters of application must be submitted to the Office of Student Affairs, Tory 430, a minimum of four weeks prior to the event.

Your application must include the following:

- 1) Name of the group or individual and the contact person (student number, email address, mailing address and phone number).
- 2) A description of the activity or program that is planned or the conference for which funding is sought which answers the following questions:
 - i) What is the title of the project?
 - ii) Provide responses to the following:
 - a) What are the specific objectives of your proposed initiative?
 - b) How does this initiative relate to you or your group's area of study?
 - c) How will this initiative help to develop you as an individual, your group or the larger Carleton community?
 - iii) What is the timetable for activities? (*i.e. the anticipated start date and date of completion.*)
 - iv) How many students are expected to benefit from the proposed initiative?
 - v) What was the level of student involvement in developing the proposal and how will students be involved in designing, implementing and evaluating the initiative? (*Attach support letters if appropriate.*)
 - vi) What other funding options have been explored and what funds have been raised to date in support of this project?
- 3) A proposed budget including all expenses and other sources of funding. Funding will normally be provided in conjunction with other fundraising efforts (*i.e. requests from Faculties/Departments, CUSA, other fundraising activities, donations and self-funding.*)
- 4) For individual requests please include conference details (*i.e. brochure, etc.*) and describe how you intend to share the knowledge you will gain from this experience with other Carleton University students (*i.e. news article, workshop or presentation*).
- 5) A statement that the applicant has read, understood and will comply with the information presented in the submission.

If the application is approved, payments will be made to the administrative account. Approved conference and travel expenses will only be reimbursed to an individual on a receipt basis.

Applications received after the event has taken place will not be considered. Decisions of the Committee are final and not subject to appeal.

Receiving funding pursuant to this application does not constitute University sponsorship of this event. The University assumes no liability arising out of or in consequence of the attendance or participation by the applicant in the conference or event.

REPORTING REQUIREMENTS

A final report upon completion of the funded activity or conference must be filed with the Office of Student Affairs and must contain the following information:

1. Project title
2. Name of person completing report.
3. Email address and phone number of person completing report.
4. Project Funding:
 - Description of the outcome of the project (i.e. describe what has been achieved as a result of the funding, how many people were affected, etc.); or,Individual Funding:
 - Description of the applicant's participation in the conference: sessions attended and the impact on the application of the learning experience.
5. Describe how the expenditures are related to the funding approved and attach copies of receipts (or copies of internal chargeback forms if appropriate) for all expenditures related to this activity.

The final report with any attachments must be sent to: Office of Student Affairs, 430 Tory Building.

For further details, please contact studentaffairs@carleton.ca