UTM Collaboration Fund
2016-2017 Application Guide
What is the UTM Collaboration Fund?

The Collaboration Fund is a monetary reward available to student groups and academic societies at the University of Toronto Mississauga campus. The fund is envisioned to inspire student organizations to collaborate together on initiatives, projects and events.

It is designed to promote campus wide involvement and participation as well as promote a vibrant student experience. It is an excellent opportunity for student leaders to develop interpersonal and project management skills and engage with other student groups on campus. Whether you want to host a conference or an annual open mic night, all ideas will be considered.

The UTM Collaboration Fund will be awarding up to $1000 per proposal throughout the 2016/2017 school year. Most groups will receive $250 on average.
Who Can Apply?

Any Ulife recognized student group/organization or academic society are eligible to apply for funding.

The application must include a partnership between one or more student organization/group or academic society.

To find more information on how to get your student group or academic society Ulife recognized, follow this link: https://www.ulife.utoronto.ca/page/view/slug/apply
What type of projects may qualify?

Examples of projects and events that may qualify include

• Conferences
• Film Screenings
• Exhibits
• Talent Shows/Open mic’s
• Workshops
• Opportunities to engage students in social action/advocacy or a public purpose
• Opportunities to engage students to reflect about community involvement

All projects must be in collaboration with one or more student organization or academic society on campus.
What type of projects will NOT be supported?

The Collaboration Fund will not be able to fund:

- Charity events
- Fundraisers
- Salaries
- Academic projects
- Travel expenses
- Scholarships
- Events that have already taken place
Tips for a successful application

- Applications will be assessed based on their originality and impact on student experience on campus. Initiatives that promote diversity, collaboration and interaction between student groups and academic societies will get priority in committee decisions.
- Be concise and specific when filling out event details and logistics. We prioritize quality over quantity.
- Include a detailed description of your budget. Please use the budget template provided, you can download the template from the website.
- Be clear with your learning outcomes.
  
  Learning Outcome Example: Students who engage with at least two student groups on campus will be able to explain at least two benefits of student engagement on campus as demonstrated by blog posts the student will share with their peers.

- Examples of what the UTM Collaboration Fund will fund:
  - Movie rights
  - Snacks for participants
  - Craft supplies and decorations for event needs only
  - Promotional materials and other printing costs
How do I apply?

The 2016-2017 submission deadlines are:

• September 30, 2016
• January 6, 2017 and
• February 24, 2017

Late or incomplete applications will not be considered. All proposals must be submitted before 11:59pm on the deadline date.

Application form can be found on the website.
When do I find out if my application is successful?

After the application deadline, the UTM Collaboration Fund Committee will review all applications. Once a decision has been made by the committee, applicants will hear back within two business weeks of the deadline date.

Email engage.utm@utoronto.ca with any inquiries about the deadline date.
Expectations for Successful Applicants

- Create a written report as a reflection piece on how your event went. The summary should include a documentation of outcomes.
- Keep all original receipts of purchases related to your event. Reimbursements may only be done with copies of original receipts.
- Submit an updated expense report within 10 days of event completion.

You may book a one-on-one with the CCR & Student Organizations Programming Assistant to help you write a successful report and for any support throughout the process of implementing your event.
Distribution of Funds

Once a group has been granted funding, they are responsible for the initial payment of all project costs.

Students must submit reimbursement requests for all the funds spent. Original receipts and reimbursement requests must be submitted to the Centre for Student Engagement within 10 days of the event. The final day to submit reimbursement requests is March 31, 2017.