The Student Life Enhancement Fund (SLEF)

Undergraduate and graduate students at the University of Guelph voted in 1995 to establish a Student Services Fee (SSF). The SSF is currently $56.69 per semester for full-time undergraduate students and $55.27 for graduate students. The fee supports numerous student programs on-campus. 5% of the revenue generated through the SSF is allocated to support non-academic student enrichment initiatives through the Student Life Enhancement Fund (SLEF). For the 2015-2016, approximately $100,000 of the SSF is available through the SLEF. A Speakers' Fund equaling approximately $11,000 is also available to support bringing speakers to our campus, and approximately $11,000 has been allocated for the Special Grants Fund (funding available throughout the year). The Compulsory Fees Committee (C.F.C.), with a student majority, determines how SSF funds are allocated.

Non-Academic Proposals for SLEF grants are now invited from recognized student groups, administrative units, and academic departments, for new projects or the enhancement of existing services that will improve student life. Funding is reserved for projects that will be implemented during September 2015-August 2016. However, projects proposed for implementation during the 2016 fall semester (September - December) will be considered under special circumstances. Initiatives that have already been completed during the timeline of this fund are still eligible to apply for reimbursement. The CFC encourages collaborative proposals that will benefit a large number of students. Last year, funding per project ranged from $100.00 to $8,000.00.

Items eligible for funding include: staff costs, equipment, supplies, renovations, communication charges, and other operating expenses. Accredited student groups, student governments, and departments are eligible for consideration under this grant. If units submit more than one proposal, they must indicate the priority to which they would like them reviewed.

The majority of funding will be granted for one-year projects, but multi-year applications, up to a maximum of three-years, may be considered and will be subject to annual review and approval. Preference will be given to new initiatives and projects. SLEF grants are not intended to support the continued operating expenses of existing programs. Please note that annual project submissions will be reviewed every year and the final report will be reviewed before subsequent funding is awarded to ensure the project is on track. There is no guarantee of receipt of funding for projects that were previously awarded funds. **Please note that a new application will not be considered if the applicant(s) has not submitted a final report for a previously held grant.** Decisions on which proposals are to be funded will be finalized by the end of December 2015, and the money will be received by the end of January 2016.

Proposals must be submitted using the attached application template. SLEF applications are available online.

APPLICATION DEADLINE: Applications must be submitted before *8:30 a.m. on Monday, October 26, 2015,* by sending a PDF version of your application to st_affs@uoguelph.ca
PDF files must be saved by the name of your organization and the name of your initiative
(example: Student Affairs – Guest Speaker Series)

Late applications will not be accepted.

To receive this document in an alternative format, please contact the Office of Student Affairs by emailing: st_affs@uoguelph.ca

Funding Parameters

The Compulsory Fees Committee (CFC) follows specific guidelines when awarding funding. Please ensure that your request falls within the following parameters:

1. **APPLICATION DEADLINE:** Late applications will not be accepted. Applications must be submitted before *8:30 a.m. on Monday, October 26, 2016,* by sending a PDF version of your application to **st_affs@uoguelph.ca** PDF files must be saved by the name of your organization and the name of your initiative (example: Student Affairs – Guest Speaker Series)
2. **BASE BUDGET:** SLEF does not fund base budget items of an on-going nature.
3. **CAREER FAIR:** A proposal that involves a career fair must include a signed letter of support from Co-operative Education & Career Services.
4. **COMPUTER/TECHNICAL EQUIPMENT:** A maximum of $600.00 will be awarded for computer and/or technical equipment. Consideration for an amount exceeding the maximum may occur if it is demonstrated that a computer or technical equipment is necessary. Computer software funding will only be allocated for software supported by CCS unless it is demonstrated as necessary.
5. **CONFERENCES:** Funding in support of students attending **non-academic** conferences will follow the travel guidelines for individuals and groups. Please see parameter number 14.
6. **FUNDING OVER $250.00:** Awards over $250.00 will not be made payable to an individual and must be made payable to a group/organization/club/department.
7. **FUNDING ALLOCATIONS:** SLEF is specifically reserved for non-academic student life enrichment opportunities for University of Guelph students. The amount of University of Guelph students who will benefit from the project will be considered when allocating funds.
8. **GUEST SPEAKERS:** While the committee reviews applications for speakers, students are encouraged to use the expertise of University of Guelph faculty and staff rather than paying for outside speakers.
9. **MULTIPLE PROPOSALS:** Units that submit more than one proposal must indicate the priority to which they would like them reviewed.
10. **MULTI-YEAR PROJECTS:** The majority of funding will be granted for one-year projects, but multi-year applications, up to a maximum of three-years may be considered, subject to annual review and approval. **Preference will be given to new initiatives and projects**. SLEF grants are not intended to support the continued operating expenses of existing programs.
11. **PREVIOUSLY HELD GRANT:** There is no guarantee of receipt of funding for projects that were awarded funds previously. Please note that a new application will not be considered if the applicant(s) have not submitted a final report and receipts for a previously held grant.
12. **PROJECT TIMELINE:** Funding is reserved for projects which will be implemented during September 2015- August 2016. However, applications for projects which are to commence during the 2016 fall semester (September - December) will also be considered in special circumstances by the CFC
13. **SOCIAL EVENTS:** Funding is reserved for events that are designed to facilitate networking or community development and for non-alcoholic purposes. A maximum of $1,000.00 will be awarded for social events.
14. **TRAVEL:** Funding in support of travel will be considered if the travel can be shown to enrich the development of the student and is non-academic.
    a. **INDIVIDUAL:** For acceptable non-academic travel requests, a student can receive up to a maximum of $250.00.
    b. **GROUP:** Students applying with a group must apply as a team (e.g., Project Serve Canada, Global Youth Network). Each team can receive up to a maximum of $1,500.00 to be shared equally within the group. Special consideration may be made for international travel or, for groups larger than 11 students.

<mark>**DEADLINE**</mark>

<mark>**Applications must be received before**</mark>

<mark>**8:30 a.m. on Monday, October 26, 2015.**</mark>

Please submit a PDF version of your application to **st_affs@uoguelph.ca**
PDF files must be saved by the name of your organization and the name of your initiative (example: Student Affairs – Guest Speaker Series)

Questions from potential applicants should be addressed to Jessica Westlake, Executive Assistant to the Associate Vice-President (Student Affairs) at: st_affs@uoguelph.ca.

Before completing the application, it is strongly recommended that you review the aforementioned funding guidelines and attached criteria checklist.

_____

Criteria for Evaluating SLEF Proposals

1. **Proposal follows the funding parameters**

2. **Proposal is clear and concise**
    - provides clear evidence that students were involved/consulted in development of proposal
    - provides indication of how students will be involved in designing, implementing and evaluating project
    - describes realistic timetable
    - describes how project will be evaluated in terms of meeting its objectives
    - describes how initiative will be maintained after the funding is finished

3. **Proposal fits within the terms of reference of SLEF**
    - will benefit a broad segment of the student population
    - does not duplicate existing programs
    - is for non-academic program (academic programs are funded by Ministry of Training, Colleges and Universities (MTCU)
    - proposers are eligible recipients (i.e. accredited student group, student government, University Department).

4. **Budget is detailed with projected costs, revenues and justification. Note: SLEF does not fund base budget items of an ongoing nature.** Allowable items include: staff costs; equipment; supplies; communication charges; other operating expenses.
    - are projected costs/revenues realistic?
    - are appropriate letters of support included?
    - are other sources of funding requests identified?

<u>Do not include the above mentioned pages when you submit your application.</u>

SLEF Application Form

To receive this document in an alternative format, please contact the Office of Student Affairs by emailing: st_affs@uoguelph.ca

1. **Name of organization**:

2. **Name of primary contact person who is responsible for the final report:**

   Name:

   Email:

3. **Organization's general contact information:**

   Name:

   Email:

4. **Title of proposed SLEF project**:

5. **Amount requested from SLEF:**

6. **Has this project been submitted in previous years?**

   If yes, when?

7. **Has this proposal been submitted to other University grant competitions, PDR's or units for funding?**

   If yes, which grants?

8. **Has this proposal specifically requested funding from the Special Grants and/or the Speakers' Fund?**

9. **Does your organization collect student fees?**
    Please be sure to include fees in the proposed budget.

    If yes, how much is collected annually?

10. **Where will your initiative be hosted?**

11. **Will tickets be sold for admission to this initiative?**

    If yes, what is the anticipated ticket price?

12. **What time of year will your initiative be held?**

13. **Have other proposals from your unit been submitted this year (i.e., Student Life, Student Wellness Services, Central Student Association, and Graduate Students' Association)?**
    If yes, please, list the projects (including this project) in the priority you wish them to be considered below:

14. **Please provide a brief description of your initiative:**

15. **Please list the specific objectives for the proposed initiative (i.e. how it will improve the cultural/social/recreational/educational life of students):**

16. Indicate the timetable for your planned activities using the table below.

Activity	Anticipated Completion Date

17. What segment of the student community is expected to benefit (directly or indirectly) from the proposed initiative and how many students are expected to attend:

Number of University of Guelph students expected:

Number of students from other institutions expected:

Number of community members expected:

Total projected attendees:

18. Describe student involvement in developing the proposal and how students will be involved in designing, implementing and evaluating the initiative (attach support letters if appropriate):

19. Describe how the proposed initiative will be evaluated in terms of its objectives:

20. Specify how the initiative is expected to be maintained after the period of enhancement funding, if that is the intention. The proposed new/enhanced activity should not depend on additional long-term budget support from the University:

For Office Use:
_____

21. If the proposal includes raising funds for a charity, 50% of the profit must stay on-campus. Please identify which on-campus program would receive the funds:

22. Which of the following best describes your S.L.E.F. request? Please check (X) all that apply:

23. Include a project budget outlining the projected costs and any anticipated cost recoveries in a clear and detailed manner. If your proposal relies upon other funding, including user fees, or support from the University (e.g. space, equipment, personnel, operating expenses), provide a support letter from that unit which outlines the resources for the period covered by the proposal. Please attach quotes from a vendor where possible:

Item	Estimated Cost	Estimated Revenue (Money you have received or will receive for this event)
	Total Cost =	Total Revenue =
Total deficit (cost – revenue =):		
Amount requested from S.L.E.F.:		

Funding Information

In the event that this proposal is approved, please indicate the method of payment (cheque or journal entry).

Please note the following when completing this section of the application:
- Awards over $250.00 will be only made payable to an organization/club/department, <u>not</u> an individual.
- Cheques can't be made payable to a University Department and therefore a Department <u>must</u> provide coding for a Journal Entry.
- Cheques can take up to 3 weeks to be processed and mailed, therefore funding may not arrive to an organization, until the end of January, 2016.

Name of group affiliation:

Cheque to be issued to:

Name:

Mailing Address:

OR/

Journal entry (for University Departments)

Coding is:

Please send copy of Journal entry to:

Name:

Email Address:

SLEF FINAL REPORT DEADLINES

The submission of a final report is recommended one month after completion of the project.
All original receipts must be included in this final report.

Unless a project occurs during the summer or the following 2016 fall semester, a final report will be due before
Friday, April 1, 2016.

Projects which occur during the summer will submit a final report no later than **Friday, September 30, 2016.**

Projects which occur during the 2016 fall semester (September 2016 - December 2016) will be required to submit a final
report no later than January 30, 2017**.**

A final report template is attached to this application and available online:

*Please note that a new application will not be considered if the applicant(s) has not submitted a final report for a previously
held grant.*

Late applications will not be accepted.

UNIVERSITY of GUELPH

SLEF Final Report Template

If your application is awarded funding, applicants will be required to submit a final report to the Compulsory Fees Committee (CFC). Unless a project occurs during the summer or in special circumstances during the 2016 fall semester, a final report will be due no later than Friday, April 1, 2016. Projects which occur during the summer, will submit a final report no later than Friday, September 30, 2016. Lastly, any projects which occur during the 2016 fall semester, will be required to submit a final report no later than January 30, 2017.

SLEF project title:

SLEF project number:

Contact information of the person completing the final report:

Name:

Email address:

Please describe the outcome of the SLEF project (i.e. describe what was achieved as a result of receiving SLEF funding; how many students were affected, etc):

Please describe how expenditures to the items approved by the Compulsory Fees Committee (CFC) and attach receipts or internal transfers, for all expenditures associated with the SLEF grant:

Submit your final report c/o: Compulsory Fees Committee (CFC), Office of Student Affairs, Executive Suite, University Centre: Level 4, University of Guelph, 50 Stone Road East, Guelph, Ontario, N1G 2W1 or via email: st_affs@uoguelph.ca