Office of the Vice-Provost and Dean of Student Affairs  
Student Initiative Fund

The Vice-Provost and Dean of Student Affairs has established the Student Initiative Fund to provide year-round funding opportunities for special projects and initiatives that enhance the student experience and enrich the University community. This Fund supports recognized student groups, clubs and registered students to organize activities, programs, events and activities that enhance the quality of student life at Queen’s University. Preference will be given to those projects in which the University community, and in some situations the broader community, may participate.

Projects that are dedicated to the principles of personal and community development, health and wellness and, in particular, provide extra and co-curricular educational opportunities for students to build leadership, citizenship, intercultural awareness and/or community-building skills are encouraged.

To encourage programs and initiatives to address and support issues related to mental health and well-being on campus a portion of the funds will be targeted for such projects.

Application Criteria:
1. The applicant(s) must be a registered student(s) at Queen's at the time of application.
2. Only one application per student, or student group, per academic year will be considered.
3. The project must be non-profit.
4. The project must support co-curricular events or activities and not be related to academic programs such as a class lecture, lab, practicum or internship.
5. The event or program must occur within the existing academic year or the upcoming academic year.

Items Eligible for Funding:
1. Speaker fees and associated expenses including travel
2. Room and equipment rentals for meetings and conferences
3. Supplies (such as badges, labels, paper etc.)
4. Marketing, promotional or communication expenses
5. Travel expenses (see Special Note section)
6. Other operating expenses not excluded below

Items Not Eligible for Funding:
1. Purchase of food or beverages
2. Purchase of equipment
3. Expenses such as gifts, charitable donations, wages or volunteer recognition activities
4. Expenses in support of individuals attending a meeting or conference

Selection Criteria:
Each project application will be reviewed and judged in relation to the following criteria:
1. The extent to which the project, activity or event enhances the quality of student life at Queen’s University.
2. The extent to which the project, activity or event builds or supports leadership, citizenship, intercultural awareness and/or community-building skills.

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3. The extent to which the project, activity or event contributes to students’ personal and educational goals.
4. The extent to which the project, activity or event is open to Queen’s and/or the broader community.
5. The extent to which the project, activity or event promotes Queen’s University in a positive manner.

Application Timelines:
1. Applications will be reviewed three times per year, in September, November and March.
2. Applicants will be notified of a decision regarding the outcome of their application approximately 3 weeks following the submission deadline.
3. Projects or events must begin no earlier than 30 days after the submission deadline.

Application Submission Deadlines:
The 2013-2014 submission deadlines are:
- Monday, September 16, 2013 – for events and activities scheduled after October 16, 2013
- Monday, November 25, 2013 – for events and activities scheduled after January 1, 2014
- Monday, March 3, 2013 – for events and activities scheduled after May 1, 2014

Application Requirements:
All applications must be submitted electronically. The application form is available through the SIF website. The completed application must contain the following information:
1. Name of the group or individuals applying, with contact information.
2. Description of the project, activity or program.
3. Title/name to be used for the project, activity or program.
4. How the project aligns with the Selection Criteria.
5. Planning timeline for project, activity or event.
6. Estimated budget (see SIF website Help section on preparing a budget).
7. How requested funds will be used.
8. Other possible sources of funding (to be received and/or being applied for).
9. University Account, if applicable, where funds will be paid if application is approved.
10. Number of students and others who will benefit from the project.

Reporting Requirements:
Successful applicants must complete the SIF Report Form found on the SIF website and submit within 30 business days after the completion of the activity. The report should include:
1. Title or name of project
2. Names and contact information of person(s) completing the report.
3. Scope and number of persons that participated in the project, activity or event.
4. Description of the event and how it contributed to improving the quality of student life.
   Include copies of media coverage if available.
5. Final budget including a breakdown of the SIF funds were spend. Please keep copies of all receipts that pertain to funding provided by the Student Initiative Fund as they may be requested for audit purposes.

Funding Decisions:
The approval and amount of funding will be contingent upon:
1. The availability of funds and the total amount of requests received over the fiscal year.
2. The alignment of the project, activity or event with the stated goals and priorities of the Fund.
3. The potential impact of the proposed project, activity or program.
4. The degree of initiative taken to raise funds from other sources. Those groups that have shown greater initiative in this area will be viewed more favourably.
5. The contribution of the project to the positive image or reputation of Queen's.

**Fund Criteria:**
1. An annual contribution of $30,000 will be made by Student Affairs to the Student Initiative Fund.
2. A maximum of $10,000 is available to be awarded each application period, up to $2,000 will be targeted for programs that support and promote mental health and well-being.
3. The maximum award for group projects, events or activities is $1,500.
4. The maximum award for individual projects, events or activities is $500.
5. Any unallocated or unclaimed funds that remain following the submission deadline will be retained by the Fund and may be allocated by the Student Initiatives Awards Committee at the next scheduled application submission review.

**Student Initiatives Awards Committee:**
1. Funding awards will be determined by the Student Initiatives Awards Committee based on the funding award criteria for the program.
2. The Committee will meet three times per year to review completed applications.
3. Membership on the Committee will consist of two representatives from Student Affairs and a student representative (ideally someone who was a past recipient of a Student Initiative Fund grant).
4. The Committee will review the terms of reference and application form on an annual basis and make recommendations for changes to the Vice-Provost and Dean of Student Affairs.

**Special Notes:**
1. The Fund is not intended to provide an annual source of income for recurring projects. First priority will be given to requests for new initiatives and seed money required to start a project.
2. Undergraduate and graduate students and student groups are eligible to apply.
3. Travel or related expenses for individual students attending or presenting at a meeting or conference will not be funded. Travel expenses for groups of students participating in co-curricular/service learning and/or volunteer activities will be considered as eligible expenses if the overall project or activity is approved for funding.
4. Sponsorship of a project, activity or event through this Fund does not make it a Queen’s-sanctioned event. As such, the University assumes no liability out of or in consequence of any attendance or participation in an activity or event.
5. Incomplete applications will not be reviewed or considered for funding.
6. Certain proposals may require additional letters of support or approval, depending on the nature of the initiative.
7. Applications submitted by staff or faculty members will not be considered; however, staff, faculty and/or community members may sit as members of the planning/organizing group.
8. Applications will not be accepted for projects, activities or events retroactively.
9. Successful applications (including project title and the amount of the award) will be identified on the Student Affairs website.

**Contact Information:**
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