

## **STUDENT INITIATIVES FUND**

*The Student Initiatives Fund (SIF) offers financial support to student projects or initiatives that enhance the student experience and cultivates a sense of community at Nipissing University. The SIF Review Committee is comprised of representatives from NUSU and University staff, and is administered by Student Development and Services.*

*An individual student or student group may submit a SIF application once per initiative/project. Each application will be limited to a maximum of:*

- \$1000 awarded for an individual project/initiative
- \$2500 awarded for a group project/initiative

## **DEADLINES FOR SUBMISSION TO THE FUND**

*Students may apply to the fund only once per project/initiative. Submission deadlines for applications are indicated below. After that time, no other applications will be considered for use during that semester.*

- **Fall Semester Deadline:** Oct. 1, 2019
- **Winter Semester Deadline:** Jan. 31, 2020

## **FUNDING & APPLICATION CRITERIA:**

SIF monies are drawn from a budget funded by undergraduate and graduate ancillary fees.

Applications for SIF funding must meet the following criteria:

- Undergraduate and graduate-led projects/initiatives that will not directly earn academic credit
- Projects must demonstrate they:
  - Enhance student life beyond academic requirements
  - Support or promote Nipissing University and its student body
  - Assist in cultivating a sense of community at Nipissing University
  - Assist students with promoting Nipissing University at academically recognized provincial/national or international events/conferences
- Students must demonstrate they have attempted to secure income/funding from alternate sources. These sources can include but are not limited to: fundraising (ie. Bake sale), faculty or other donations, sponsorship, etc.

The SIF Committee will **NOT** award funding for the following:

- Alcoholic beverages
- Student group or project deficits from a previous year or completed initiative

- Prize money or gift cards
- Charitable donations
- Contingency funds or ancillary expenses
- Graduation events
- Projects that directly earn academic credit;

## HOW TO APPLY

- Review the **Checklist for a Complete Application** at the end of these guidelines
- Download the **SIF Application Form** and the **SIF Budget Template** from the SDS website
- Attach any other relevant documentation and submit electronically to [SDS@nipissingu.ca](mailto:SDS@nipissingu.ca) by the semester deadline. Applications received after the deadline will not be considered.
- In the email submission, indicate **"SIF: Project Title"** in the subject line.
- Ensure the Project Lead has clearly identified contact information for submission follow-up and for clarification of the submission should the committee require.

**\*\*All Projects are subject to Nipissing University's Policies and procedures, including Risk Management\*\***

## AWARDING OF FUNDS & ACCESS

- After the committee has reviewed your submission, the Project Lead will be contacted by the office of Student Development and Services to inform of the outcome of the request, and if approved for funding, the amount of funds the project has been granted will be part of the notification. After review, the committee will advise the Project Lead on the best route for the fund to be paid out. Approved funds may be accessed/utilized in the following ways:
  1. Complete *Purchase Requisition* to obtain a Purchase Order number (PO#) to order (Nipissing makes payment directly to an external)
  2. Student(s) pay in advance and completes a *Statement of Expense* with attached receipts for reimbursement

**\*Both the Purchase Requisition and Statement of Expense must be sent to the Assistant Vice-President, Students for approval and signature.**

Awarded funds must be accessed within the current academic year. Funds cannot be transferred or carried over from year to year. All funds expire April 30<sup>th</sup> of each year.

**NOTE: Funds are only to be used towards approved SIF components of the budget in the original submission. Funds used for items not-approved, or not included on original submission, will not be reimbursed.**

*Approved projects are required to identify on all marketing, communication materials, etc. they have been funded by the Nipissing University Student Initiatives Fund (SIF)*

## **APPROVED PROJECTS: FOLLOW-UP AND FINAL REPORT**

All approved initiatives must submit a final report and budget. Failure to submit a final report will result in disciplinary measures. The Final Report is **due 1 month following the event**. If the Final Report is not submitted, the Project Lead will be held responsible for repayment of any SIF funds expended.

### **FINAL REPORT:**

The Final Report should be a minimum of 1 page in length, and include the following:

- The project initiatives main objectives
- Key achievements
  - How the experience impacted the individual/group and the “biggest take-away”
- Details of any difficulties or set-backs encountered
- Any marketing or communications strategies (include copies of posters/email/flyers)
- Current contact information (including phone # and email) of the project lead.

### **FINAL BUDGET:**

The Final Budget should be completed on the SIF FINAL Budget Template and should include the following:

- A complete list of actual costs/expenditures
- Details of the specific costs SIF funded
- Any other sources of funding/revenue

## **HOW TO SUBMIT YOUR FINAL REPORT:**

Final reports must be submitted electronically to [SDS@nipissingu.ca](mailto:SDS@nipissingu.ca) and must include the final budget.

**CHECKLIST FOR A COMPLETE APPLICATION**

***Ensure your completed application:***

- Is completed on the SIF Application Form (*signed by the Project Lead*)
- Fulfills the scope of the SIF:
  1. Enhance student life beyond academic requirements
  2. Support/promote Nipissing University and the Nipissing University student body
  3. Assist in cultivating a sense of community at Nipissing University
- Demonstrates you have meaningfully sought alternate sources of funding (sponsorship, fundraising, etc.)
- Includes a completed Budget in the proper format (see SIF Budget Template)
- Clearly identifies a project lead with appropriate contact information
- Adheres to submission deadlines
- Adheres to Nipissing University Student Code of Conduct, and University Policies