

# Guiding Principles (Updated September 2019)

The Student Initiative Fund (SIF) offers financial support to projects that enhance the student experience and foster a sense of community at the University of Toronto. The Student Initiative Fund (SIF) is a fund overseen and operated by the Division of Student Life (University of Toronto, St George).

This money is allocated into three (3) terms: Fall, Winter, and Summer.

- For projects happening between October 1, 2019 and January 31, 2020, applications must be received by September 9, 2019
- For projects happening between February 1, 2020 and May 31, 2020, applications must be received by January 10, 2020.
- For projects happening between June 1, 2020 and September 30th, 2020 applications must be received by March 30, 2020
- Applications must be clearly marked with the funding term that you are applying for.
- SIF has two Funding Tiers. Applications must be clearly marked with the Funding Tier you are applying for:
  - **Tier 1- Simple Event or Initiative (Room bookings and Catering):** up to \$499 funding available
  - **Tier 2- Medium-Large Scale Initiatives:** \$500 - \$3000 in funding available
- The committee will review applications after the deadline for that term has passed. The application process depends on what funding tier is being applied for. Tier 1 is an online application process. Tier 2 is an online application and a 10-minute Pitch Presentation to the SIF Committee. Applicants for Tier 2 must be available to Pitch. There is a maximum of 45 Pitches.
- In total there are a maximum of 30 total Projects A Semester

Term	Amount Available	Important Dates
<b>Fall</b> (Oct 1 2019 to January 31 2019)	\$40,000	Deadline: September 9, 2019 Pitch Presentation: September 17, 2019
<b>Winter</b> (February 1 2020 to May 31 2020)	\$50,000	Deadline: January 10, 2020 Pitch Presentation: January 17, 2020
<b>Summer</b> (June 1 2020 to September 30 2020)	\$10,000	Deadline: March 30, 2020 Pitch Presentation: April 8 2020

- In regards to fees for services, SIF will fund these fees up to what the committee deems reasonable, based on aspects including but not limited to impact, audience and value to the University of Toronto community. An appropriate invoice (services such as speakers, entertainment, and music) must accompany all fees for services.
  - No cash prizes will be awarded. Prizes may be awarded to a maximum of \$100 per event. Recipient must sign a declaration acknowledging receipt of the prize.
  - Gifts and honoraria may be awarded to a maximum of \$100 per person. Recipient must sign a declaration acknowledging receipt of the gift.
  - SIF will only fund local GTA travel for participants or special guests. SIF will not fund accommodation or flights. Please specify the importance of your travel costs in your SIF application.
  - All applicants will be emailed once the SIF committee has completed their review. Successful applicants will be required to respond to the Chair of SIF accepting the funding within 10 business days. Failure to respond will result in forfeiture of funding.
  - The committee has the right to fund all or partial line items within the budget within the parameters of the Terms of Reference and Guiding Principles
  - Food costs should be reasonable based on event size, length and location.
    - SIF will also not reimburse for bottles of water as the University of Toronto is a “Bottle Free Campus”
  - Resource publications may be conditional on additional consultation and review.
  - SIF will make every effort to fund the maximum number of applications in each term.
  - The spirit of SIF is to help enhance student programming with a focus and priority for new and innovative projects. For recurring annual projects, applications will be received. Applicants should be mindful of locating other sources of revenue and should make all attempts to be financially sustainable without ongoing reliance on SIF. SIF should not be relied upon as a continuous source of sustainable funding. Projects seeking funding after three years of continuous funding will not be considered.
  - Funding will only be given to projects for UofT students. Clear articulation of the benefits to the UofT community is required for projects with any participants being non-UofT students.
  - Additional sources of funding will not influence the value of the application.
- Cheques take a minimum of 35 days to arrive from the date submitted to the secretary of SIF
- Applications outside the specified funding period (ex. retroactive) will not be considered.