

STUDENT INITIATIVE & BLACK STUDENT ENGAGEMENT FUND POST-INITIATIVE REPORT FORM – UPDATED OCTOBER 2024

Once completed, please ensure to submit along with original receipts and invoices tosif@utoronto.ca.

A. Overview & Contact Information

Name of Initiative		
Date of Initiative	Click here to enter text.	
Submission Date of Post-Initiative Form (Note: Within 30 days following initiative date)	Click here to enter text.	
Total Amount Approved by SIF/BSEF (\$)	Click here to enter text.	Click here to enter a date.
Total Amount Advanced by SIF/BSEF (\$)	Click here to enter text.	Click here to enter a date.
Balance Submitted to SIF for Reimbursement (\$) (Subtract amount advanced from the total amount approved)	Click here to enter text.	Click here to enter a date.
Enter full legal name/organization this amount is payable to (cheque can't be reissued). If the fund need to be transferred internally to department, contact the SIF office at sif@utoronto.ca .		Click here to enter text.
Full Name of Primary Contact (this must be the same primary contact as the initial application)	Click here to enter text.	
Email (mail.utoronto.ca)	Click here to enter text.	
Telephone Number	Click here to enter text.	
Which other funding bodies did you receive funding for this initiative?	<input type="checkbox"/> Faculty of Arts & Science Dean's Student Initiative Fund <input type="checkbox"/> Hart House Good Ideas Fund <input type="checkbox"/> University of Toronto Students Union (UTSU) <input type="checkbox"/> Multi-Faith Centre Heart Works Fund <input type="checkbox"/> Other: Click here to enter text.	
The SIF or BSEF Committee will NOT fund initiatives that does not reflect its Terms of Reference, which include an initiative that:		
<ul style="list-style-type: none"> Is for the purpose of fundraising Is held outside of the University of Toronto Community, i.e. an application is submitted by a University of Toronto St. George student on behalf of his/her community-based organization Involves personal expenses Includes alcohol-related expenses Is capital in nature, unless the capital is used for the formation of a new student club Is for general operating expenses of student clubs or organizations, i.e. SIF and BSEF is intended for projects/events/activities Is from an applicant who has not submitted the post-project reports for previous SIF and/or BSEF-funded projects Excludes any student or student group from participation 		

- Requires event planning and risk management practices, and these have not been applied

☐ By checking this box, I confirm that any invoices, itemized receipts, or supporting document does not violate SIF and BSEF Terms of Reference as listed above.

The original invoice or receipt must be attached to this form indicating expenses incurred for SIF reimbursement.

The following information must be included on the invoice/receipt:

- 1) Total purchased amount
- 2) Detailed items purchased (please ask vendor if they don't provide it)
- 3) Payment proof /method of payment – i.e. paid cash or credit card/debit card (attach 4 or 5 below)
- 4) Credit card transaction receipt indicating last 4 digits of your credit card number, or a copy of the credit card statement showing the charge and the name of the cardholder* (i.e. Visa or Mastercard bill – all non-relevant items may be blackout for privacy)
- 5) Bank account statement showing the name of the cardholder* (i.e. debit purchases – all non-relevant items may be blackout for privacy)

* Cardholder should be either primary or secondary contact

Note:

- 1) Receipts will not be returned
- 2) Documents that list an estimate, quote, price list or tender will not be accepted as proof of purchases
- 3) We accept scanned receipts provided they are submitted in PDF format
- 4) With paying vendors via e-transfer, the account name would need to meet the following requirements:
 - a. The account name matches the vendor's name on the invoice
 - b. If the account belongs to the owner of the restaurant, and the name is not on the invoice, then the vendor would need to provide some documentation showing the account holder is affiliated with the restaurant (which is usually harder to get)
 - c. If the bank statement doesn't show the name of who the e-transfer was to (sometimes it will just show 'e-transfer'), we should have a snapshot of the actual transfer as well showing the amount sent to the vendor
- 5) It takes approximately 35 days for a cheque to be provided after this post-initiative form is submitted

B. Updated Budget Summary

Revenue		
Source	Amount	
Source 1	\$	
Source 2	\$	-
Source 3	\$	-
Source 4	\$	-

Source 5

Application No. _____

\$ -

Source 6

\$

Total Revenue

\$ -

** Revenue from sales of ticket or pizza etc. must be listed here. Sales of tickets or food, or support/fund grants from other departments at U of T.

All sources of revenue/funding for the initiative must be listed here.

Expenses

Please list each receipt separately (do not group receipts together). Please list all expenses for the initiative, which includes expenses covered by other funding sources. If there is a particular source of funding, please make note of that.

If there are other expenses for other funding source for this project, attach the expense summary to this form. Receipts should be stapled on a separate sheet of paper and numbered. Ex. Receipt#1

Receipts number#	Notes (Where is the receipt from? What was purchased?)	Amount (Canadian \$)
Receipt 1	notes	\$ -
Receipt 2	notes	\$ -
Receipt 3	notes	\$ -
Receipt 4	notes	\$ -
Receipt 5	notes	\$ -
Receipt 6	notes	\$ -
Receipt 7	notes	\$ -
Receipt 8	notes	\$ -
Receipt 9	notes	\$ -
Receipt 10	notes	\$ -
Receipt 11	notes	\$ -
Receipt 12	notes	\$ -
Receipt 13	notes	\$ -
Receipt 14	notes	\$ -
Receipt 15	notes	\$ -
Total Expenses		\$ -
Balance Difference		
	Revenue	\$ -
	Expenses	\$ -

Difference

Application No. _____
\$ -

**** Claimant Declaration:**

I certify that I have incurred the expenses claimed, they are in compliance with Student Initiative Fund (SIF) and Black Student Engagement Fund (BSEF) Terms of Reference or Guiding Principles, & have not been claimed through other sources.

Signature of Claimant

Print Name

C. Event Documentation

The SIF/BSEF Committee requires documentation you may have for the funded initiative to be attached to this post-initiative report.

These documents **must** include:

- Written summary/reflection (250 words max.) which includes approximately how many U of T students were in attendance

And may also include:

- Pictures
- Testimonials
- Press Releases
- Anything you think the SIF/BSEF committee can view!

Written summary/reflection (250 words max.)

D. Digital Signatures

Click here to enter text.

Primary Contact Full Name

Click here to enter text.

Secondary Contact Full Name