



**Ryerson University  
Faculty of Arts**

**Student Experiential Learning Project Grants**

Student Experiential Learning Project Grants provide financial support for student-initiated extra-curricular projects and activities that promote experiential learning and benefit student engagement in the Faculty of Arts. (Some examples include: planning or attending a conference; community-building projects; cultural activities; travel for a specified educational purpose or activity; creative/performance art events and activities, etc.) All else being equal, projects that benefit more students will be given priority over projects that benefit fewer students. Normally, priority will be given to students who have not previously received an award.

This grant program is a bi-annual competition, with applications due in January and October. (Deadline dates are posted at [www.ryerson.ca/arts/projects](http://www.ryerson.ca/arts/projects).)

**Eligibility**

You are eligible to apply only if you meet all of the following conditions:

- registered in an undergraduate degree program in the Faculty of Arts;
- clear academic standing, and
- registered in at least 3 courses during the semester during which the project takes place. (An exception exists for projects that occur during the summertime: students are not required to be concurrently enrolled in three courses in such cases. But in all cases, students must not have completed all their degree requirements before the project occurs.)

Students working on a group project are encouraged to submit a single group application. In such cases, the application form must be filled out by at least two co-applicants, each of whom meets the three conditions above.

**Ineligible Requests**

- salaries for students.
- funding for alcoholic beverages.
- costs associated with mandatory travel related to a course.
- expenses already covered by another program.
- equipment that will become the property of an individual student, or an individual or group not affiliated with Ryerson.
- medical or legal costs related to the project (e.g., vaccinations, passports, travel insurance, etc.);
- standard tuition costs

- normally, projects that primarily involve assisting faculty research will be deemed ineligible.
- normally, requests for course fees will be considered ineligible.

### **Level of Funding**

- Normally, each application (whether from a group or an individual) may request no more than \$1500 per academic year;
- Projects may be awarded the full amount requested, a partial amount, or no funds;
- Normally, applicants may apply for only one Student Experiential Learning Project Grant per deadline date.

### **Selection Process**

- The Grant Review Committee consists of three tenure-stream faculty members (drawn from three Arts departments representing different Arts undergraduate programs) and three students (drawn from different programs in the Faculty of Arts).
- The review committee will be chaired by the Faculty of Arts Student Life Coordinator (SLC). The SLC's role is non-voting. The SLC will facilitate the collection and adjudication of submissions, and manage the communication to applicants on behalf of the committee.
- The committee will review all eligible submissions, and candidates will be informed of the funding decision by email, normally within a three-week period following the due date for proposals.
- The committee reserves the right to invite applicants to an information interview to clarify details of the application.
- The committee reserves the right to not award any grants in a given cycle.
- The committee's deliberations will remain confidential.
- The committee will make its recommendations for project funding to the Faculty of Arts Associate Dean (Undergraduate Programs and Student Affairs), who will make the final decision as to whether a project is funded.
- Concerns about the committee's recommendations may be submitted in writing to the Associate Dean (Undergraduate Programs and Student Affairs), Faculty of Arts.

### **Evaluation Criteria**

The committee will consider the following criteria in evaluating applications: (1) the overall quality of the project proposal; and (2) the appropriateness of the budget. The quality of the project proposal will be measured by whether, and to what degree, the proposal addresses all the required points outlined. The appropriateness of the budget will be measured by whether the expense items listed are reasonable, and supported by appropriate rationales and documentation. All else being equal, projects that benefit more students will be given priority over projects that benefit fewer students. Normally, priority will be given to students who have not previously received an award.

### **Requirements if Funding is Approved**

If a project is approved for funding, applicants must:

- agree to submit a short reflection paper, along with evaluation results of the project/initiative (where applicable), within three weeks after completion of the project (detailed instructions are provided below);
- agree to present their experiential learning project to Faculty of Arts students and faculty at an event organized by the Faculty of Arts SLC;
- agree to submit digital pictures of the events/activities, where possible;
- consent to the reflection paper and picture(s) being used in promotional materials for the Faculty of Arts;
- provide receipts or invoices for all expenses, before funds are released;
- provide documentation of Ryerson's Risk Assessment Form approval, if required, before funds are released;
- complete a risk management process with David Begg in the Office of International Affairs ([www.ryerson.ca/oia/](http://www.ryerson.ca/oia/)), if international travel is involved. This must occur before funds are released. This process will require studying Ryerson's Risk Management information ([www.ryerson.ca/oia/faculty\\_staff/risk\\_mgmt/](http://www.ryerson.ca/oia/faculty_staff/risk_mgmt/)), completing and submitting documentation of OIA approval of the Travel Risk Assessment Form ([www.ryerson.ca/cehsm/riskmgmt/inttravel.html](http://www.ryerson.ca/cehsm/riskmgmt/inttravel.html)), and submitting a signed Student Liability Waiver.

### **Other Information**

- Failure to abide by the terms and conditions of this grant will result in being deemed ineligible for future Student Experiential Learning Project Grants.
- The Faculty of Arts reserves the right to deny funding if participation in the proposed project/activity puts anyone in perceived harm, or if the project's aims are inconsistent with the mandate of this program.