Faculty of Arts Student Project Grant
Application Completion Form

	Primary Applicant Information	Co- Applicant Information (Group applications require a Co-applicant)
Name		
Title of Project		

If this project is approved for funding, I/we understand that I/we must:	Y	N
Submit a short reflection paper, along with evaluation results of the project/initiative (where applicable), within three weeks of completion of the project (see **Reflection Paper**);		
Present the project to Faculty of Arts students and faculty at an event in the subsequent semester if requested to;		
Obtain signed consent from people who will be photographed/filmed during the project. Link here for the **Ryerson University Consent Form**;		
Submit digital pictures and/or audio-visual images of the project event/activities, if applicable, along with all signed Consent Forms;		
Consent to the reflection paper and picture(s) being used in promotional materials for the Faculty of Arts		
Provide original receipts or invoices for all expenses, before funds are released;		
For projects involving non-course related research, supervision by a faculty member is required. Applicants must submit their research project to a faculty supervisor for ethics review and approval prior to applying for funding. (Refer **to Research Ethics: Student Research** for more information on undergraduate students as researchers and the role of faculty members in supervising undergraduate student research.) Applicants must submit a letter of support from the faculty supervisor, which states that an ethics review has been completed, along with the application.		
Failure to abide by the terms and conditions of this grant will result in being deemed ineligible for future Student Project Grants.		

Notice of Collection: The information on this form is collected under the authority of the Ryerson University Act and is needed to process your request to receive funding. The information will be shared with the SPG committee and used for the purposes of selection decisions, communication with students. You should be aware that aggregated student data (program and gender, for example) are used for program monitoring and evaluation purposes, and for development purposes intended to improve university education. No personally identifiable data, except that which is provided for by law, is ever released without the express written consent of the student. If you have any questions about the collection of your personal information, please contact the Student Liaison Administrator at 416.979.5000 x 552718. **The information in this form is accurate to the best of my knowledge. I grant permission for Ryerson University to use the information I have provided on this form as described in the notice of collection.**

By signing this document, I/we agree to the terms and conditions outlined above:

_____   _____
Applicant Signature   Co-Applicant Signature

_____   _____
Date   Date

Submit the application form and additional documents (signed and dated), in electronic PDF format only rahma.hilowle@ryerson.ca

Ryerson University | Faculty of Arts

Ryerson University Faculty of Arts Student Project Grant
Conference Application Form
The Faculty of Arts Student Project Grants provide financial support for student-initiated extra-curricular projects and activities that promote experiential learning and student engagement in the Faculty of Arts.

If you require this form in an alternative format, please contact the Student Liaison Administrator.
Please complete this form and follow the submission instructions on the website. For check boxes please use an "**X**"

Name	
Program of Study	
Year of Study	
Student Number	
Ryerson email address	
Mailing Address (Please provide the address that you will like your reimbursement cheque mailed to)	
Phone Number:	

Applicant Academic Details	Y/N
A Faculty of Arts undergraduate student	
In Clear Academic Standing:	
Registered in at least 3 courses in semester during which project will take place	
If No, is this project taking place in Spring/summer?	

Name of the conference	
Date of the conference:	
Location of the conference:	*(Please note that students that receive Ryerson funding for international travel to conferences are required to complete the International Travel Risk Management Documentation before you travel. Please provide documentation of this to the SPG committee)*
Total Amount Requested: (Please note that this amount must NOT exceed $1500)	

Ryerson University **Faculty of Arts**

Project Proposal

In 1000 words or less, using complete sentences, provide the following information, as clearly as possible.

1. **Please provide a detailed description of the conference.** Please include details about the goals of the conference, format, agenda, who will be participating, etc.

    The next two questions relate to applicants who are presenting at conferences. If you are not presenting at the conference, please skip to question 4.

2. **If this is an Academic conference and you are presenting research, please provide an abstract. Please also include details about your research such as which faculty member you worked with to do your research, whether you are a co-author or primary author, when the research was conducted etc.**

3. **If this is a Non-academic conference and you are presenting, please provide a detailed description and agenda of your presentation/session/workshop.**

4. **What are your personal learning objectives for attending and/or participating in this conference?**

5. **What potential benefits to others may result from your attendance at this conference?** *Please select all the potential people, groups or organizations that may be impacted by your conference attendance and describe the intended benefits. Please note that the committee is particularly interested in the benefits to other Arts student, your Program, the Faculty of Arts and to Ryerson University.*

For (who)	With the aim to (desired benefits)
Other Arts students	
Community partners/members	
Faculty of Arts	
Ryerson	

Ryerson University | Faculty of Arts

6. **Sharing the lessons learned from your experience is as important as the experience itself. How do you plan to communicate your lessons learned?** Examples could include coordinating with faculty to present in classes, organizing an info session on campus for others, offering to participate in other Ryerson events (i.e. roundtable discussion, supporting with relevant campus groups upon return, contributing to blogs, articles, etc. Please provide a few examples.

Engagement Activity	Objective	Intended audience/participants	People I'd need to contact/involve to make it successful

7. **Please provide any additional information that you believe will assist the committee to make a decision regarding the funding for your application.**

Projected Budget

Please use the template below to prepare your budget. The **details** section provides context and the **rationale** section explains why this expense is necessary for the success of the project. Where possible, every cost listed should be supported by a receipt, invoice, quote, link to a quote, in order to demonstrate that this is an appropriate figure. Projects with incomplete budgets may be disqualified.

Ex.

Item	Details	Amount	Rationale
Accommodation	Two nights in the Holiday Inn Brantford @ $100/night	$200.00	This is the hotel recommended by the conference hosts.

Item	Details	Amount	Rationale
Conference Fees			
Accommodation			
Travel			
Meals			
(add/change lines as needed)			
TOTAL			

Ryerson University **Faculty of Arts**

Total Amount Requested from SPG $_____ (Please note that this amount must NOT exceed $1500)

What other sources of funding have been requested/ allocated to this project? *SPG funding will likely not fully fund all projects. Please describe your overall plans for funding this initiative below, to demonstrate the feasibility of this initiative. This may include applications to SIF (*https://www.ryerson.ca/student-life-and-learning/programs/student-initiativefund/*), your department, The Ryerson Liberal Arts Society, community grants, scholarships, corporate sponsors, personal contribution and fundraising. Please list all that apply to your project using the table below.*

International Conference:
Please note that for attending or participating in International Conferences you may be eligible for the **International Conference and Research Support Fund** available through Ryerson International. It is a matching fund of up to $1000. For more information please go to:
https://www.ryerson.ca/research/resources/funding/opportunities/

Funding Source (description if needed)	Amount Requested/ Projected	Timeline (in progress, completed)

Please ensure that your Projected Budget does not include the following:

The following are <u>ineligible requests</u>. If you are requesting funding for any of the following expenses, you must provide a rationale in your proposal.	Y	N
Salaries for students		
Projects that primarily involve assisting faculty research		
Funding for alcoholic beverages		
Requests for course fees or standard tuition costs		
Costs associated with mandatory travel related to a course		
Equipment or monies that will become the property of an individual student, or an individual or group not affiliated with Ryerson (any equipment purchased by a group belongs to the Faculty of Arts).		
Expenses already covered by another program, fund or organization		
Medical or legal costs related to the project (e.g., vaccinations, passports, travel insurance, etc.)		
Personal food or beverage		

If you have any questions about how to complete the project description or budget, please contact the Student Liaison Administrator.

Ryerson University — Faculty of Arts