

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.		
<i>Failure to abide by the terms and conditions of this grant will result in being deemed ineligible for future Student Project Grants.</i>		

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 Student Project Grant
General Projects and Events 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"

	Primary Applicant Information	Co- Applicant Information (Group applications require a Co-applicant)
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:		

Title of Project	
Student Group Involved: (if applicable)	
Names of other students who will receive funds if grant is awarded:	(List students' names and programs. Also note, funds will not be granted to students who are not listed. Please also detail how you plan to divide the allocated funding amongst those names listed.)
When will this project occur:	
Has this project been granted funding through the Arts SPG before? If so then when and how much was funded?	
Total Amount Requested:	(Please note that this amount must NOT exceed \$1,500)

Applicant Academic Details			
As Primary Applicant I am:		As Co Applicant I am:	
A Faculty of Arts undergraduate student		A Faculty of Arts undergraduate student	
In Clear Academic Standing:		In Clear Academic Standing:	
Registered in at least 3 courses in semester during which project will take place		Registered in at least 3 courses in semester during which project will take place	
<i>If No, is this project taking place in Spring/summer?</i>		<i>If No, is this project taking place in Spring/summer?</i>	

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 project.** *What is the proposed project/event? Why is it important?*

- 2. If this is an initiative that you have been involved with in the past, please provide some background.** *What's the history of your involvement? Share some of the challenges you faced, and how you plan to approach things differently this time. What were some significant successes and how do you intend to build upon them? Do you plan modifications to your initiative based on reflection or external feedback? If you've applied for SPG funding in the past, describe whether this new proposal reflects any of the committee's suggestions. The SPG committee will be taking into account how your project has grown or changed since your last application for funding.*

- 3. What are the project's objectives and benefits?** *Please select all the potential people, groups or organizations that are impacted by your project/initiative and describe the intended objectives and benefits. Please note that the committee is particularly interested in the benefits to you personally, to other Arts student, your Program, the Faculty of Arts and to Ryerson University.*

For (who)	To (desired project outcomes)	With the aim to (desired benefits)
Myself		

Other Arts students		
Community partners/members		
Faculty of Arts		
Ryerson		
(add/adapt lines as needed)		

4. **How will this project/initiative/experience be coordinated?** Use the Project Planning Tool below to show the steps involved in the preparation and implementation of the planned activity. Which steps have already occurred, and which have not occurred? Who is involved in each task? What are the timelines for completing each of these steps?

Task	Timeline /Completed by	Who is Responsible	Completed or in progress

5. **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

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

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
Promotion	Print 100 colour posters for \$.39 each at Copyrite	\$44.85	Needed to promote the event across campus
	1 Large poster at Copyrite	\$12.99	

Item	Details	Amount	Rationale
Food			
Supplies			
Promotion			
Room Rental			
Travel			
(add/change lines as needed)			
TOTAL			

Total Amount Requested from SPG \$_____ (Please note that this amount must NOT exceed \$1,500)

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 (<http://www.ryerson.ca/studentlife/programs/student-initiativefund/>), your department, The Ryerson Arts Society, community grants, scholarships, corporate sponsors, personal contribution and fundraising. Please list all that apply to your project using the table below.*

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		

Note about Risk Management: As a student who is planning a Ryerson project or event, you are required to complete the online event management form at the following link to initiate the event management process: <https://www.ryerson.ca/community-safety-security/contact/event-risk-assessments/> Please note that you must do this at least 7 days in advance of your event.

The online Student Event Management form helps you to identify and prepare for risks and issues such as Food safety, public safety, Fire/gas safety, Accessibility, Transportation safety, Building/structural/site safety, Positive community relations.

You will be required to have submitted this form before you receive funding for your project or event. The risks involved will be considered as part of your application.

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