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
International Projects, Initiatives and Volunteering 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 $1500)

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Applicant Academic Details		As Co Applicant I am:	
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	
If No, is this project taking place in Spring/summer?		*If No, is this project taking place in Spring/summer?*	

Project Proposal

1. **Please provide a detailed description of the international project/experience you plan to undertake.** *Describe and explain why it is 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? What were some significant successes and how do you intend to build upon them? Share some of the challenges you faced, and how you plan to approach things differently this time. Do you plan modifications to your initiative based on reflection or external feedback? If you've applied for SPG funding in the past, describe how this new proposal reflects the committee's past 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)		

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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. Who is involved in each task? What are the timelines for completing each of these steps? Which steps have already occurred, and which have not occurred?*

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 a info session on campus for others interested in Int'l engagement, offering to participate in other Ryerson events (i.e. roundtable discussion on Int'l Issues), supporting with relevant campus groups upon return (i.e. WUSC , HRW, etc.), contributing to blogs, articles, etc. Please provide a range of 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.**

International Project Impact and Risk Assessment

It is strongly encouraged that as part of your proposal you contact Jill Careless Community Liaison / Experiential Learning Coordinator to set up a time to meet at jill.careless@ryerson.ca.

Note that students that receive Ryerson funding for international travel will be required to register with Ryerson International here, attend a pre-departure session and complete Ryerson International Travel Risk Management documentation before you travel.
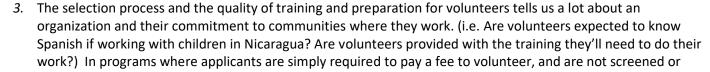
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SPG applicants seeking funding for international projects must demonstrate that their initiative meets high ethical standards of **community development** and **anti-oppression** (*see side bar*). In this section you'll be asked to identify the potential impacts and risks specific to your initiative and to identify ways of mitigating risk and negative impacts.

Good **community development approaches** are those that support the idea that real change happens when local people are involved in identifying and solving local problems with local resources and capacity. There is a place for outsiders in supporting this process, but *how they are involved* is important.

An **anti-oppressive approach** is a constellation of strategies, theories, and practices that help people understand and address social divisions and structural inequalities. Volunteers occupy positions of relative power and influence in the communities where they serve, and as such there is considerable scope for discrimination and oppression (whether intentional or by default) requiring careful consideration of how volunteers approach their work.

1. ***If you will be connected with a partner organization***: Many volunteer agencies send Canadians to build schools in communities where there are skilled and underemployed local people; place volunteers in orphanages to provide visitors with "*experiences*", despite the trauma children experience by bonding and being abandoned by adults in their lives; or place volunteers to teach in community programs, when there are trained teachers that speak the language/ understand the culture and often are under-employed locally, etc… When local people are excluded from their own development and/or when outsiders are engaged in such a way that simply perpetuates dependency, genuine community development is undermined. An organization that promotes providing the volunteer with an "experience" should be able to demonstrate that this is not done at the expense of the needs of the community. **Describe the suitability of the partner organization in this regard.**

2. There are many ways to engage in and address global inequities. Different organizations take different approaches, ranging from providing participants with rich opportunities to learn about the issues, to presenting the sacrifice and good-intentions of the volunteer as the "solution" to social problems. This risks simplifying the complexity of inequity and reinforcing the dichotomy of "haves'/have nots". Participants should be provided with opportunities to understand their own biases, and to understand the dynamics of privilege and power in their work so their efforts are ethical, effective and in line with the community goals for social change. **Does this project provide opportunities for you/participants to contextualize/ think critically about the social inequities that make this project necessary? If these opportunities are not provided by the partner, how do you plan to approach this independently?**

3. *The selection process and the quality of training and preparation for volunteers tells us a lot about an organization and their commitment to communities where they work. (i.e. Are volunteers expected to know Spanish if working with children in Nicaragua? Are volunteers provided with the training they'll need to do their work?) In programs where applicants are simply required to pay a fee to volunteer, and are not screened or*

selected on their skills or suitability for the project, it suggests that who goes "doesn't matter" which risks doing a disservice to the community where they work. **Describe the application/selection process, pre-departure training, in-country training/support and post-project expectations of this initiative. If you are pursuing this initiative on your own, what preparations and training will you require to be effective?**

4. Cultural immersion can be one of the most enriching and challenging parts of being abroad. Intercultural understanding starts with cultivating an awareness that there is a natural tendency to view one's own culture to be the standard by which all others are judged. This can lead to the assumption that one's own cultural patterns are "normal" and natural and that the practices of others are "abnormal" or inferior. We all bring some element of this ethnocentric bias to the way we interpret situations and the world around us and these biases are worth exploring as they influence our interactions and beliefs. Unexamined biases can lead to miscommunication, misunderstanding and conflict. **Describe how you will prepare for the intercultural aspects of this project.**

5. Travel and immersion provides the unparalleled opportunity to examine a situation first-hand, to meet with people from different walks of life, to deepen our understanding of unfamiliar cultures and to see beyond what is communicated (or ignored) by mass media. When it comes to volunteering, it's important to consider the sustainability of short-term project and the long-term impact of some of these initiatives. Are a few weeks or months in a community really enough to build relationships and understand complex social issues? Does your role as a volunteer have solely positive long-term implications? **Describe how a consideration for sustainability is integrated into this project. How will you continue your learning and engagement upon return?**

Projected Budget

Please use the template below to prepare your budget. The **details** section provides context for the expense 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 or 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 Bogotá @ $30/night	$60	I am staying at this hostel recommended by the partner organization.
	Two weeks in Medellin @ approx. $400/week	$800	Homestay provides the opportunity for me to be immersed in the local culture and will help me improve my Spanish. I plan to use this service or this one, depending on their rates.

Item	Details	Amount	Rationale
Pre-departure prep			
Accommodation			
Travel			
In-country transportation			
Meals			
(add/change lines as needed)			
TOTAL			

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.*

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.

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