



## GUIDELINES FOR STUDENT ACTIVITY GRANT FUNDING

---

### Purpose and History of the Granting Program

Each year, the office Student Affairs at the University of Victoria provides grants to current graduate and undergraduate students in order to support extracurricular activities or unique opportunities such as:

- student initiatives that support the student experience and contribute to student success;
- registration fees for unique learning opportunities; and
- travel to national and international competitions that raise UVic's profile.

### Criteria

In order for a request to be considered, the applicant must identify how this event will impact the student experience at the University of Victoria, the number of students impacted, and how the activity/opportunity supports at least two Student Affairs values:

*Community, Development, Accountability, Diversity, and Communication.*

### Funding Available

This program will distribute \$5000 annually throughout the cycle, up to a maximum of \$500 per student per year.

### Eligibility

All students are eligible to apply, provided they do not apply more than once per fiscal year (April 1-March 31.) First-time applicants will receive priority consideration over applicants who have been previously funded, in the event that not all applicants can be funded in a given year. Priority will be given to applicants displaying support (letter of recommendation or financial contribution) from their department or faculty for the proposed initiative.

## Timing and Review Process

Grant applications will be reviewed as part of regular meetings held by Student Affairs Executive. A decision will be made and communicated via email within a month of receipt of the application. The committee consists of representatives as follows: AVP Student Affairs; Director, Athletics and Recreation; Director, Campus Services,; Director, Enrolment Services and Marketing; Director, Office of Indigenous Affairs; Registrar; and the Director, Student Services.

## Procedures for Application

The application form to apply on-line is available at the following web link:

<http://registrar.uvic.ca/studentaffairs>.

If you have any questions regarding this program, please contact:

Nadine Burns, Office of Student Affairs, 250-721-6421; [nadineb@uvic.ca](mailto:nadineb@uvic.ca).

Application form to include the following details:

- Name;
- student #;
- contact information (e-mail address); and
- a written overview and preliminary budget describing the nature of the request relating to the criteria above. Written submissions should not be more than 500 words.

## Payment

The distribution or remittance of approved support funds will be organized on a case-by-case basis that meets both the needs of the applicant and the payment procedures of the University.

## Accountability & Recognition

The Office of Student Affairs will maintain a list of approved grants on the Student Affairs website in order to showcase the history of the grants and provide transparency and accountability.

Within 30 days following the event or activity, successful applicants are required to submit a final budget indicating actual costs and a 300 word summary report on the outcome of the request.