



UNIVERSITY OF CALGARY

STUDENT ACTIVITIES FUND ELIGIBILITY REQUIREMENTS

The Student Activities Fund (SAF) is awarded through the Centre for Career & Personal Development Office, and is a collaboration between the University of Calgary and the Students' Union Quality Money program. Applications for funding must be submitted by full- or part-time University of Calgary students registered in a University of Calgary degree program, or as a University of Calgary Open Studies student. It is the responsibility of the applicant to know and adhere to all eligibility requirements and policies below.

GENERAL POLICIES AND GUIDELINES

- University of Calgary undergraduate and graduate students are eligible to apply for and receive funding;
- The SAF Committee will not consider applications submitted by non-currently registered students;
- Recipient selection and distribution of funds will be determined by the SAF committee, which is comprised of university staff, faculty and student representatives; and
- **Applications are not retroactive in nature**; that is, applications for funding submitted or received after the date of your activity will not be considered.

FUNDING ELIGIBILITY

Non-Curricular Activities

The SAF is only for non-credit and unpaid initiatives. Activities which students apply for must not result in credit, or be attached to an academic program in any way. Travel related to any course (for credit or audited), paid research trips or paid internships will not be considered for funding. Additionally, applications involving conference presentations on graduate level thesis research will not be considered. We encourage graduate students to talk with their supervisors for funding sources prior to applying

Active Participation Requirement

Applications to the SAF should be for activities that are experiential in nature and highly participatory. Examples may include service-learning trips or activities where leadership skills are utilized or stretched, presenting or volunteering at a conference, or planning and organizing an event.

Articulation of Leadership and Professional Development Goals

Successful applications will include specific details about how participating in the activity will contribute to the individual's leadership development and professional goals. A successful applicant will be able to describe the ways in which they will personally take on a leadership role, and be able to describe what they hope to achieve through the experience.

Quality of Application

Fund distribution is competitive. Applicants should ensure their application is thorough, goes into depth on each question asked, has been proofread and does not have spelling or grammatical errors. It is the responsibility of the applicant to know and adhere to all eligibility requirements. In making selection decisions, the committee will also consider applicants' other funding sources.

AWARD

The amount awarded to a successful applicant will be determined by the quality of the proposal, how well the activity fits the criteria, the amount requested, and the availability of funds. Please be aware that you may not be awarded the full amount requested. **Maximum award amounts will not exceed \$500.00** in a single twelve-month time period. For example, if a student applies in May 2017 for an activity that will take place in September 2017 and is funded, they will not be eligible to receive SAF funds again until September 2018.

The SAF is awarded using a Scholarship Payment process. To receive your funds, your SIN number or Study Permit information must be on file with the University. If this information is not on file, you must contact HR at hr@ucalgary.ca or call 403-210-9300 to update your information as soon as possible or risk having your funding withdrawn. This is a form of non-taxable income and you will be receiving a T4A Tax Form from the University of Calgary for the amount you are funded. To find out more about T4As and Scholarship Payments, please call the Integrated Service Centre HR Help Desk at 403-210-9300. Successful applicants will receive their funding on or around the **25th of the following month** via a direct deposit or cheque. If you will require funds by a certain date, please consult the timeline on the SAF website. More information on this process will be communicated to successful applicants.

In the event you do not attend the event for which you were awarded funds:

If, for whatever reason, you do not attend the event for which you have been awarded funds, you must notify the Centre for Career & Personal Development Office immediately. If you have already received your funds, you must repay them using a cheque for the full amount of your funds addressed to "The University of Calgary" and delivered to the Centre for Career & Personal Development Office (MacEwan Student Centre 188) within 14 days of the notification.

HOW TO APPLY

Applications are due by **4:30PM** on the **10th day** of each month. **There will be no application submissions in either April or December.**

Before applying to the SAF, please ensure that you have reviewed this SAF Eligibility Requirements, and read an example of a strong **SAF application**. Prior to submitting the application, we strongly encourage you to have all of your activity information ready and be prepared for the following three questions:

1. Tell us a bit about yourself and articulate what leadership means to you. (250 words maximum)
2. Tell us why attending this event would be meaningful to you and describe how you will demonstrate leadership during the experience. (250 words maximum)
3. How does this activity relate to your professional development beyond your academic area of study? (250 words maximum)

RESUBMIT

Students are only allowed to resubmit their application once for the same activity/initiative if their previous application was not successful for the funding. We strongly suggest that you contact the Centre for Career & Personal Development Office for feedback on how your application may be strengthened before your resubmission.

SAF FINAL REPORT

Successful applicants are required to submit a [SAF Final Report Form](#) (available on the SAF website) within 14 calendar days of the completion of their activity or, in the case of an activity having occurred by the time the successful applicant is notified, within 14 days of receiving their funding notification. Your Final Report must be sent to csstdnt@ucalgary.ca together with the **proof of attendance in the activity for which you were awarded funding**. Examples of acceptable proof include confirmation of your participation from the activity/conference organizer or receipts for the costs of your activity (*registration fees, program costs, flight itineraries or boarding passes to the location of your activity, accommodations, etc.*).

Failure to provide adequate proof of your attendance at the activity for which you were awarded funds will result in either the withdrawal of your funding, or the requirement that you repay them to the University of Calgary. The Centre for Career & Personal Development Office will inform you via email if you have provided inadequate proof. Within 14 days of being notified, a cheque for the full amount of your funding, addressed to "The University of Calgary" must be dropped off at the Centre for Career & Personal Development Office. Failure to comply will result in an inability to access the Student Activities Fund in the future, and could also result in sanctions under University of Calgary policy.

YEARLY REVIEW

The maximum award amounts, along with the process and requirements for funding will be reviewed on an annual basis. This review will be conducted by the SAF Committee, which is constituted of university staff, faculty and student representatives. Any changes will be updated on the SAF website and in the Eligibility Requirements document.