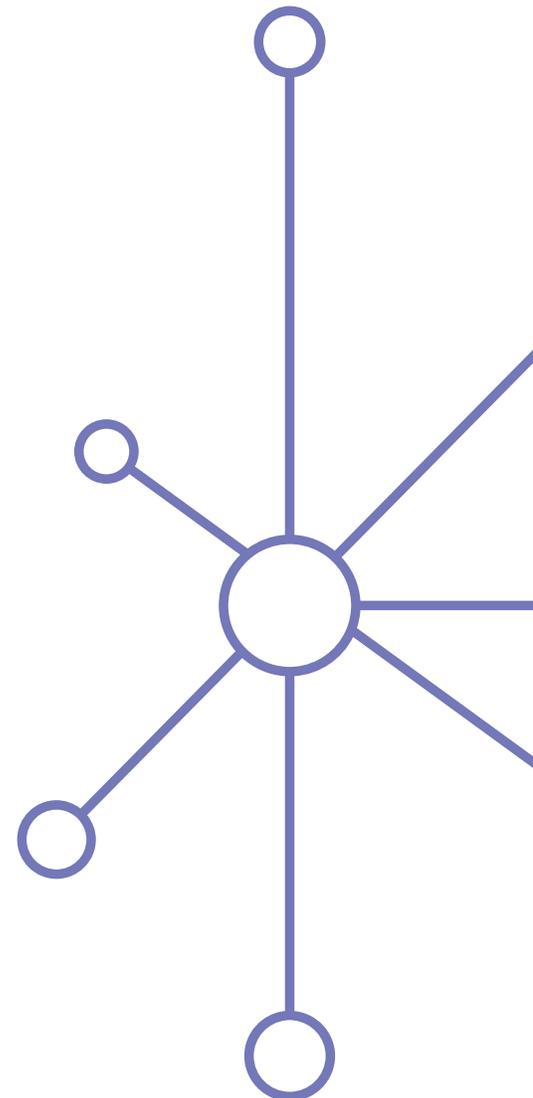


**Student  
Initiatives  
Fund  
Handbook  
2021-2022**



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# Introduction

The Student Initiatives Fund (SIF) is a grant-funding, standing committee that is administered by the Department of Student Life and Learning Support on behalf of the Vice Provost Students. SIF is administered by the Department of Student Life on behalf of the Vice Provost Students, Ryerson University.

By appreciating the potential of Ryerson student initiatives and engaging in meaningful dialogue, this student-to-student model contributes to building the culture of Ryerson student life to reflect its diversity and creativity. The spirit of SIF is to provide seed funding to student led non-profit initiatives, enhance student programming with the priority and focus on new initiatives. The Black Initiatives Fund add-on is funding that you can apply to if your initiative meets the BIF criteria. The BIF aims to support our university's Black students in developing and advancing events, meetings and information sessions that specifically support and centre Black students.

Decisions related to allocating funding are made by the SIF Committee, which is made up of Ryerson students who are representatives from each of the 7 Faculties, Undergraduate Students, Continuing Education Students, Graduate Students and the Office of the Vice Provost of Students.

Some of the initiatives funded by SIF:

- Law and Business Conference
- Artspace Platform
- Function Magazine
- The Beading Circle
- Ted Rogers Management Conference
- TEDxRyerson Conference
- Battle On Bay
- Canadian Undergraduate Physics Conference

# Applicant Information

Before applying for funding from SIF, it is essential to review whether your initiative meets the eligibility requirements. While SIF would like to support all the student-led initiatives, the applications will be reviewed by the SIF team and the committee will make funding decisions based on quality and the initiative's contribution to the Ryerson community.

## Funding

SIF awards funding for two main projects: (1) undergraduate and graduate student-led initiatives (2) undergraduate and graduate student-led lounge upgrades. An individual or student group can submit a SIF application for one initiative per semester.

**New Initiatives:** Events and projects that have been hosted less than 3 times in the past are eligible to receive a maximum of \$5000.

**Established Initiatives:** Events and projects that have been hosted 3 times or more in the past are eligible to receive a maximum of \$2500.

Funding decisions are made by the committee depending on the merit of the proposal and its benefit to the Ryerson community.

You must use any SIF funding you receive within the SIF academic cycle you receive it. Funds cannot be transferred from one year to subsequent years. The SIF academic cycle is September 1st to August 31st. Please refer to the reimbursement guidelines for deadline expectations specific to your initiative timeline.

## Eligibility

To be eligible for SIF funding your Initiative must:

1. Fulfill the 5 main objectives of SIF:
  - Increases student engagement
  - Incorporates diversity, equity, and inclusion
  - Fosters innovation
  - Improves community engagement
  - Enhances the reputation of Ryerson

2. Have a Project Supervisor: Your project supervisor must be a full-time employee of Ryerson (faculty or staff) that is willing to fulfill the responsibilities of a project supervisor. A project supervisor must be secured before your application is submitted. See section 9 of this Handbook for more information.
3. You must have sought meaningful alternate sources of funding (sponsorship, departmental funding, bake sales, etc.).
4. You must have a complete budget in the proper format using the SIF template and upload a digital copy on your SIF Application Portal as part of your application. You can download the SIF template in the Appendix.
5. The initiative's budget must demonstrate specific line items.
6. The primary and/or secondary contact(s) from each group must attend the SIF Application Information Session to learn about the the expectations and criteria for a successful SIF application
7. The Project Supervisor must attend a Project Supervisor Information Session.
8. The primary and/or secondary contact must attend a mandatory 1-1 meeting with the Promotions and Outreach Assistant the week before your Pitch presentation.
9. The initiative must occur within the same term of the application.
10. The initiative must follow the institutional, municipal and provincial COVID - 19 Guidelines of wherever it is taking place.

<https://www.toronto.ca/home/covid-19/>  
<https://covid-19.ontario.ca/>

## Black Initiatives Fund!

The Black Initiatives Fund add-on is funding that you can apply to if your initiative meets the BIF criteria. The BIF aims to support our university's Black students in developing and advancing events, meetings and information sessions that specifically support and centre Black students.

The BIF Fund will award up to \$5,000 in funding to initiatives that are eligible for the SIF undergraduate and/or graduate student-led initiatives award, and which also meet the BIF fund criteria.

To be eligible for the SIF Black Initiative Fund, your Initiative must fulfill the 5 main objectives of SIF, as well as BIF Criteria:

- Center and engage topics and issues relating to the Black Community
- Provide opportunities for students from diverse Black and Indigenous communities (e.g. Black, Black Canadian, Afro-Caribbean, African, International students, Diaspora communities, Indigenous Nations) to engage with and learn from one another.
- Provide experiential learning for Black-Identified students.
- Intersectional initiatives that amplify Blackness and Mental Health, Queerness, Ability, Gender Identity and Expression.
- Empower Black-Identified students to realize their unlimited potential.

It is strongly recommended that groups applying to the Black Initiatives Fund have Black-identified students included in the planning and execution of your initiative. You will have the option within the SIF portal to apply for the BIF funding add-on and be asked “how will your event support Black students on campus?” Your application answer and presentation will be evaluated using the BIF rubric found in the appendix and the criteria listed above.

## Funding Conditions and Purchase Requirements

You must use any SIF funding you receive within the SIF academic cycle you receive it. Funds cannot be transferred from one year to subsequent years. The SIF academic cycle is September 1st to August 31st. Please refer to the reimbursement guidelines for deadline expectations specific to your initiative timeline.

You must have sought meaningful alternate sources of funding (sponsorship, departmental funding, bake sales, etc.).

The initiative’s budget must demonstrate specific line items.

The initiative must occur within the same term of the application.

Electronic equipment must be rented when possible. If rental is not possible, purchasing of electronics must only be done with prior, written permission from the SIF Chair and Manager, Student Life and Campus Engagement by contacting [sif@ryerson.ca](mailto:sif@ryerson.ca). We will not approve the purchase of these items after the purchase has been made.

Your initiative will not be considered for funding if...

- Your student group has already submitted a SIF application this semester (even if it was for a different initiative)
- You will receive academic credit for this initiative
- If your initiative has already taken place/ completed before submitting an application
- Your initiative is a start-up or for-profit

Additionally, SIF will not fund the following items:

- Alcohol and cannabis products
- Student group/initiative deficits from previous years
- Prize money or gift cards
- Charitable donations
- Contingency funds or ancillary expenses
- End-of-year graduation events
- Group operating budgets
- Initiative Honorariums or Salaries to student/staff organizers
- Certain Technological Equipment (Desktop/Laptop Computers, Monitors/ TVs, Printers, Cameras, Lenses). The funding eligibility of some items will be determined on a case-by-case basis. Please email the SIF Chair if you are unsure whether your purchase is eligible.

# SIF Initiative Application

## When to Apply

The 2021-2022 SIF funding year runs September 1st 2021 to August 31st 2022.

Date of Initiative	Applications Open	Pitch Weekend
September 2021 - January 2022	August 09 - September 21, 2021	October 1 - 3, 2021
February 2022 - August 2022	October 18, 2021 - January 24, 2022	February 4 - 6, 2022

Note: Pitch weekend is where successful applications will be provided with an opportunity to present their funding proposal in front of the SIF Committee in order for the committee to make funding decisions. There are a limited number of Pitch Presentation bookings available. Initiative applicants will be booked based on the merit of the submitted application content.

It is highly recommended to apply as soon as possible rather than waiting until the final date of the application opening. This will provide the SIF team with adequate time to review your application.

## Where to Apply

An application for SIF funding can be accessed by going to the SIF website and clicking 'Apply Here'.

You must use your Ryerson student login information to log in to the Applicant Lobby. From there, you are able to choose either Student Initiatives Fund Application or Space Upgrade Application.

You may start an application and save it before submitting, if you still would like to edit it. Once you submit the application, it cannot be edited.

## Initiative Application Components

- Detailed responses to the questions on the SIF Applicant Portal
- A complete budget in line item format
- Student Event Risk Assessment
- Primary and Secondary Contact information from two initiative members
- Contact information of the Project Supervisor and completion of Project Supervisor Information Form

## Finding a Project Supervisor

As an Undergraduate, Graduate or Continuing Education student at Ryerson, you may be eager to get involved in initiatives that interest you, develop you and benefit the Ryerson community during their academic cycle and beyond. After coming up with a great idea or initiative of interest to be involved with, the selection of a good Project Supervisor is crucial, as the working relationship you build with your supervisor can determine the success of this initiative.

This section provides tips on where to look for a Project Supervisor and how to contact potential ones. With appropriate research, you will be surprised by the number of faculty and staff who are available and would be willing to offer support, guidance, and advice.

## Tips on how to find a Project Supervisor

1. Start with the list of staff and faculty at Ryerson who you are already acquainted with and ask if they meet the requirements of a potential Project Supervisor and are willing to take on the role.
2. If you are a new student or don't know any staff/faculty whom you would contact as a potential supervisor, request your Program Administrator if they may be able to identify faculty and staff within Ryerson who qualify and are willing to be a Project Supervisor for your initiative.
3. Ryerson University has a contact and directory portal that you can use to find a list of faculty and staff by departments. Please google Ryerson contact directory then use search option to input key relevant terms or use the "List of All Faculty/Staff by Department" scroll down option to access the directory.
4. Aside from your professors and other faculty members, the Department of Student Life would be great source to find a project supervisor for your student-led initiatives. Student Life at Ryerson offers programs and services designed to support, mentor, develop and help students in their transition through Ryerson. Please see below for a list of Student Life Staff members that are willing to be Project Supervisors.

## Roles and Responsibilities of a Project Supervisor

- Student Support
- Ensuring all submission deadlines are met
- Submitting financial documents on behalf of students for their SIF Reimbursement
- Preventing deficits/covering deficits if they occur
- Ensure Completion Package is submitted to Student Life 30 days after initiative/project completion

## Project Supervisors

The process for finding a project supervisor requires you to seek connections within the communities you are already working within (your program, faculty and your on campus job). Our hope is to help you enrich these working relationships and give you an opportunity to showcase your project to professionals within your industry.

You will reach out to...

1. Full time staff who work within your department who you have a good working relationship with
2. Professors you have a good working relationship with.
3. Staff within your faculty and program.
4. Any Ryerson staff/faculty member who is doing work relevant to what you are doing within the Ryerson community.

Create a list of the top 5 Ryerson staff / faculty who fit the above criteria and can potentially supervise your project. You can use the [Ryerson Directory](#) to help you to create this list. Once you create this list, email them individually asking them to supervise your project and CC me on the emails. If they all decline I will gladly match you with a supervisor.

Due to the large volume of applicants we have to ensure applicants asking to be matched with one of our few designated supervisors are reaching out to folks within their communities first. This is so that folks who cannot find anyone even after following this process can be matched.

You also do not need to have a supervisor until the application deadline so we have some time for you to confirm one.

## Creating a Budget File

A budget is a key element for SIF grant proposals and serves as a blueprint for spending the funds. The committee will ask some clarifying questions about your budget. Educate yourself in depth about every item in the budget. It is good to have intentional funding in mind when creating your budget and take note of items that SIF doesn't fund.

A line-item budget lists each of the initiative's sources of income, each type of expense, and the projected amounts to be spent. Funding will be allocated for specific line item expenses based on the budget proposal of SIF groups, which is decided on by the SIF Committee. The SIF Committee has the right to fund partial line items.

The line item funding policy is consistent with funding models both internal to Ryerson as well as external to Ryerson. This model requires greater accountability for submitting expenses that correspond to the proposed budget on the application of initiatives.

It is important that you use the SIF Budget File Template. Please see the Appendix for a downloadable file.

## SIF Application Timeline: Step-by-Step Guide

1. Attend at least one mandatory SIF Applicant Information Session
2. Secure a Project Supervisor
3. Submit your SIF Application

4. You will receive an automatic email notification detailing two tasks that must be completed before your presentation is booked.
5. Complete your Event Management Form and confirm your Project Supervisor.
  - If your application is incomplete, you will receive an email notification. Please follow the outlined instructions.
6. The SIF Team will review your application.
7. You will be booked for a pitch if your application is successful. The SIF Administrative Assistant will contact you with a date and time.
8. Confirm your pitch booking.
9. Set up a mandatory 1-1 meeting time with Promotions and Outreach Assistant to prepare for your SIF pitch.
10. Your SIF pitch happens!
11. You will receive an email within 3-4 weeks after your SIF Pitch stating the funding decision made for your initiative.

**Tip!** Print this document and fill in the dates applicable to your initiative's timeline. See the Appendix for a downloadable file.

## Mandatory SIF Applicant Information Sessions

There are multiple SIF Applicant Information sessions offered at the beginning of each term. It is mandatory for the primary and/or secondary contact(s) of the SIF initiative application to attend one session.

Fall	Date	Time	Location
SIF Applicant Information Session #1	August 12th 2021	3pm - 4pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #2	August 18th 2021	10am-11am	<a href="#">ZOOM</a>
SIF Applicant Information Session #3	August 25th 2021	4pm -5pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #4	August 30th 2021	11am -12pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #5	September 2nd 2021	12pm - 1pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #6	September 8th 2021	12pm - 1pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #7	September 10th 2021	12pm -1pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #8	September 13th 2021	4pm-5pm	<a href="#">ZOOM</a>

Winter	Date	Time	Location
SIF Applicant Information Session #1	January 10th 2022	3pm -4pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #2	January 12th 2022	10am - 11am	<a href="#">ZOOM</a>
SIF Applicant Information Session #3	January 14th 2022	4pm -5pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #4	January 17th 2022	11am - 12pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #5	January 19th 2022	12pm -1pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #6	January 21st 2022	12pm - 1pm	<a href="#">ZOOM</a>

A sign-in sheet will be used to track attendance and OneCards will be checked to verify identity.

The following information will be provided in the sessions:

- SIF Rubric Guidelines
- Pitch Format
- How to develop your initiative
- Timelines and SIF process expectations
- An explanation of the SIF Committee engagement with initiatives

\* You are expected to read the entire SIF handbook and thoroughly understand each policy in addition to attending a SIF Applicant Information Session.

# Pitch Presentation

All applicants who fulfilled the application requirements will be booked to make a pitch about your initiative to the committee. Each initiative is booked for a 15 minute time slot, which consists of 5 minutes to make your pitch and 10 minutes for the committee to ask follow-up questions.

Your Pitch must be made using the SIF Google slides template, which will be provided by the SIF Administrative Assistant upon your pitch booking. The template is required in order to ensure accessibility for all Committee members viewing your pitch and to ensure that you address all SIF objectives.

You can get creative with the colours and graphics of the Google slides template. This is provided as a framework for the components of your Pitch presentation and you can enhance the aesthetic reflect the creativity of your initiative.

A Pitch is an opportunity to introduce your initiative and explain why you think it is of merit and contribution to the Ryerson community. The main question is, why should SIF fund this initiative?

## Preparing for Your Pitch

Use your time effectively by making your presentation clear, concise, and focused on addressing the main question: What is the most important thing the committee needs to know about my initiative, in order to give me the money I'm asking for?

## SIF Pitch Presentation Components

- Information about the outcomes of your initiative, and how they satisfy the five main objectives of SIF:
  - Increases student engagement
  - Incorporates diversity, equity, and inclusion
  - Fosters innovation

- Improves community engagement
- Enhances the reputation of Ryerson
- If this is a recurring initiative, you need to include evidence of student engagement from past years (for example: survey responses, attendance numbers, pictures, and any other assessment examples you can find)
- A detailed budget file that outlines all your efforts to seek additional funds to support this project. (Who did you ask, and why? How much did they offer you?)

## Pitch Tips

A clear and detailed written application will reduce the time you spend on describing your project and allow to use more time explaining why SIF should fund your initiative. The SIF Committee will have access to your written application. Ensure that you demonstrate how you will fulfill all SIF rubric areas.

It is important to practice your Pitch and keep track of time. Funding decisions are most often dependent on the information presented to the SIF Committee during the presentation time and question period. Supplementary material provided after the allocated pitch time may not be considered by the Committee when making funding decisions.

You must upload your presentation slides to the SIF web portal a minimum of 1 day before your pitch date. Your presentation slides will be set up for you before your pitch and you will not need to bring a laptop.

To ensure your inclusion in the pitch process, if you have any accessibility needs, please contact [sif@ryerson.ca](mailto:sif@ryerson.ca) with your needs at least one week before your pitch day.

## Things to Consider for your Pitch Content:

- Where did the idea for this initiative come from?
- Does your pitch demonstrate how your initiative fulfills the objectives of SIF (as per the scoring rubric)?
- How many students will be involved in the planning and executing your initiative? Are they from different years, programs, or faculties?

- How are students involved and/or consulted in the decision-making, implementation, and development processes for the initiative?
- How many students are expected to benefit from your initiative? From which area of the Ryerson community do they belong?
- What is the significance of the benefits students will receive from your initiative?
- Have you sought out the best prices for your expenses in your budget (equipment, hotels, food, etc.)?
- How will you evaluate the outcomes and the success of your initiative?
- How will this initiative assist in developing a sense of community within Ryerson?
- How will this initiative enhance and contribute to Ryerson students' development beyond their academic requirements?
- If you were not to receive SIF funds, or partial SIF funds requested, how would you still run the initiative?
- How will you sustain this initiative if SIF does not continue to fund it after this year?
- What needs of the Ryerson community does this initiative meet?
- How have you made the Ryerson Community aware of the initiative (marketing, communications)?

## Question Period Tips

The Committee has 10 minutes to ask questions in order to help better understand your initiative, its objectives, and the budget. Be sure to elaborate on your answers where possible in order to provide the Committee with enough information to effectively make a funding decision.

If a Committee member asks a question about an aspect of your initiative that you have not thought of, speak about how you could include this in your plans or what you would do to improve this area. The Committee will likely make suggestions about ideas or elements to incorporate into your initiative. Use this as an opportunity for a learning experience to further develop your initiative.

*Good luck with your pitch!*

## Pre-Pitch 1-1 Meetings

All initiatives booked for a pitch date must attend a mandatory 15 minute 1-1 meeting with the SIF Promotions and Outreach Assistant in the week before their pitch date. Applicants will do a run through their five minute presentation and receive feedback from the Promotions and Outreach Assistant on the content.

When booked for a Pitch date, the primary and secondary contacts will be given a choice of times to schedule their mandatory 1-1 meeting. The members of the initiative that will be presenting the Pitch should attend this meeting.

## Pitch Day

It is important to feel comfortable during your presentation and you should present yourself in a way that is true to who you are and puts your best foot forward.

Please arrive at least 15 minutes before your scheduled pitch timeslot to get settled and prepare for the presentation. When you arrive, you will be called into the waiting room by a member of the SIF team, who will explain some logistics before you enter the meeting room for your Pitch.

You will also complete a pre-pitch and post-pitch assessment sheet, which will be confidential and anonymous. This short form will be used to assess the experience of SIF applicants going through the Pitch process. The responses on the form will not be tied to funding decisions and/or linked to your initiative pitch.

## Committee Funding Decision

The committee makes funding decisions on the basis of whether your initiative:

- Increases student engagement
- Incorporates diversity, equity, and inclusion
- Fosters innovation
- Improves community engagement
- Enhances the reputation of Ryerson
- Whether your group has sought other alternative sources of funding
- Demonstrates and explains a quality budget plan

The Committee uses a scoring rubric to evaluate your pitch based on the above criteria. The scoring rubric totals correspond to percentages of the funds requested, in order to assist the committee in making a funding amount decision. *Refer to Appendix Section 5 (page 26) to download Pitch Rubrics*

Please download a copy of the Scoring Rubric from the appendix in order to fully understand how the Committee will evaluate your Pitch.

SIF applicants will receive committee feedback on their pitch presentation, which will be communicated through email 3-4 weeks after the pitch. SIF committee decisions are final and there is no appeal process.

## Receiving SIF Funds

The SIF Administrative Assistant will contact you within 3-4 weeks after your pitch to inform you of the Committee funding decision for your initiative. The approved funds will then be transferred to a SIF-specific initiative cost centre, which is set up through Ryerson Financial Services. Your cost centre is an 8 digit numerical code that is your group's account number with SIF. The SIF Administrative Assistant will email you your cost centre after it has been created (for new initiatives). Returning initiatives will use the cost centre number that was initially assigned to them in the previous year(s).

Please note, SIF operates on a reimbursement process. Therefore, you will need to secure a means of payment and then keep your receipts/invoices to be processed by your Project Supervisor in order to get your reimbursements.

All financial reimbursement documents must be filled out by your Project Supervisor. Students cannot fill out financial documents.

Discuss with your Project Supervisor their preferred method of processing payment and reimbursements. The SIF-preferred method is processing through cheque requisition. Please keep a copy of all documents and your receipts for your records in order to track your reimbursements and budget.

## Final Budget and Final Report

Each SIF group must submit a final report and final budget with 30 days after the completion of their initiative. The written component of the final report must be minimum two pages in length.

The Final Report must include:

- Description of the initiative's main objectives, the accomplishments of the initiative, learning outcomes achieved, any difficulties encountered, and plans for future development.
- Copies of all marketing graphics for the initiative, which feature the SIF logo
- Photos of the initiative are also strongly encouraged
- Signatures of the Project Supervisor, the Primary Contact, and the Secondary Contact

See the Final Report Template in the appendix.

The final budget must include a complete list of actual costs/expenditures for the initiative, details of the specific costs SIF funded, and other sources of funding/revenue secured. Please use the SIF Budget Template to submit your final budget.

To submit your Final Report and Final Budget, please log-in to the SIF Application Portal and upload a digital copy under the "Final Report" and "Final Budget" tabs in your SIF Application. You must also submit hard copies of the Final Report and Final Budget, as detailed the next section. Failure to submit a Final Report and Final Budget may result in your group being ineligible for further SIF funding in future years.

## Funding Disbursal

Upon receiving a successful funding decision, the SIF funds allocated to the initiative will be disbursed. Once expenses are incurred and in need of reimbursement, the Project Supervisor may submit for their reimbursements. All reimbursements must be submitted within 30 days of the initiative completion date.

There is a deadline of 30 days after your initiative completion to send the SIF Initiative Completion Package to the SIF Chair. Submit all documents to your Project Supervisor well in advance of the 30 day deadline, to ensure that they have time to

complete it on time.

The SIF Initiative Completion Package must include:

- Written Final Report
- Excel File of Final Budget
- Payment Forms for financial reimbursement, including all receipts and invoices

**The sooner you submit your final report, final budget, and expense receipts, the sooner you will be reimbursed. Your final report, final budget, and expense receipts must be submitted within 30 days of your initiative's completion, but do not wait until the end of the 30 day deadline if you can submit earlier.**

## Accessing SIF Funding - Financial Reimbursement Options

SIF funding is provided on a reimbursement basis.

Project Supervisors have the following options for accessing SIF funds to reimburse initiative expenses:

- Students pay from their personal funds and are issued a cheque from Ryerson Financial Services, through the Project Supervisor submitting a cheque requisition
- Project supervisor pays with their PCard and submits the reimbursement in iExpense by using the initiative's SIF cost centre for reimbursement
- Project supervisor pays through their departmental cost centre and requests a transfer from the SIF cost centre for reimbursement. Note: This method will only be allowed on a case-by-case basis and must be approved by the SIF Chair before the expenses are incurred

SIF funds will not be transferred into trust accounts. SIF funds will not be provided in advance of payment being made.

Documents needed for financial reimbursement (to be submitted with cheque requisition or iExpense).

Proof of payment  
Invoice or itemized receipt

Project Supervisors must confirm that the expenses submitted match the budget line items that SIF agreed to fund. At the time the SIF funding decision is communicated, the initiative cost centre and budget line item funded will also be provided to the Project Supervisor. Please refer back to this when processing expenses for reimbursement from SIF.

## Initiative Completion Package

In addition to electronic copies of all documents, hard copies must also be submitted. This includes:

- If submitting a Cheque Requisition for reimbursement, the original receipts and completed cheque requisition form must be provided for verification, which will then be submitted to Financial Services by SIF on your behalf
- If charging expenses on iExpense, a photocopy of the iExpense submission and photocopy of receipts/invoices must be provided
- A copy of the signed final report
- A copy of the signed final budget

## Funding and Reimbursement Timeline

If you have received funding from SIF... Congratulations!

1. You have received an email within 3-4 weeks of your SIF Pitch stating the funding decision made for your initiative.
2. Your initiative happens.
3. Your SIF Initiative Completion Package is due to the SIF Chair within 30 days of your initiative completion date.
4. Submit all receipts and invoices for your expenses to your Project Supervisor. Submit a digital copy of your final report and final budget to your Project Supervisor.
5. Submit your final report and final budget to the SIF Application Portal within 30 days of your initiative completion.
6. Your Project Supervisor must complete Payment Forms for the reimbursement of expenses, on your initiative's behalf.
7. Your Project Supervisor will submit your SIF Initiative Completion Package to Andrew

Bisnauth at abisnaut@ryerson.ca

8. The SIF Chair will approve the expenses and send the completed reimbursement documents to Ryerson Financial Services.
  - If the expenses cannot be approved or documentation is missing, the SIF Initiative Completion Package will be sent back to your Project Supervisor.
9. Ryerson Financial Services will provide reimbursements within 4-6 weeks of receiving the submission.

**Tip:** See the Appendix of this Handbook for a printable checklist of this timeline and write down the deadlines specific to your initiative!

# Submitting your Emergency Accessibility Funding

Requests for additional funding of up to \$5000 are welcome for any additional accessibility needs for an initiative.

## Eligibility

You will need to create a new SIF application, with the title:

“EMERGENCY ACCESSIBILITY FUNDING: [insert the exact same initiative name as your first-round application]”

- First-round application title: 325 Magazine
- Secondary application title: EMERGENCY ACCESSIBILITY FUNDING: 325 Magazine
- Fill out the contact information the same as you did on your first-round application; under “Details,” please type “See supplementary document.”
- Upload the required Secondary Application documents under the Supplementary Files and clearly label the contents in the File Name.

# Secondary Funding Application

Requests for additional funding of up to \$4,000 for new initiatives and \$2000 for established initiatives, are occasionally granted and must satisfy a secondary application process.

## Eligibility

In order for the initiative to be eligible for a secondary application you must:

- Indicate your interest in applying for secondary funding on your SIF application
- State that you will be seeking secondary funding during your pitch
- Demonstrate need for the additional funds in your budget
- Be granted full funding (maximum of \$5,000 for new initiatives and \$2500 for established initiatives) by the committee during the first-round application

Failure to meet the above requirements may lead to your secondary application being denied.

If eligible, you must submit your Secondary Application within 7 days of receiving the email notification from the SIF Administrative Assistant regarding the committee's funding decision of your pitch.

## A Secondary Funding Application must include:

- Maximum 250 word written explanation of your need for additional funds
- Complete initiative budget, which is updated to reflect the initial SIF funding received
- Please note, you will not have a chance to present to the committee regarding your Secondary Application, nor will the committee have the opportunity to ask you questions. Ensure that your budget and written explanation are as detailed and clear as possible for your Secondary Application.

## Submitting your Secondary Application

You will need to create a new SIF application, with the title:

"SECONDARY APPLICATION: [insert the exact same initiative name as your first-round application]"

### Example:

First-round application title: 325 Magazine

Secondary application title: SECONDARY APPLICATION: 325 Magazine

Fill out the contact information the same as you did on your first-round application; under "Details," please type "See supplementary document."

Upload the required Secondary Application documents under the Supplementary Files and clearly label in contents in the File Name. Secondary Funding Decision The committee makes secondary funding decisions on the basis of whether your initiative has sought other alternatives sources of funding and your initiative's demonstrated financial need for secondary funding SIF committee decisions are final and there is no appeal process.

## Secondary Funding Decision

- The committee makes secondary funding decisions on the basis of whether your initiative has sought other alternatives sources of funding and your initiative's demonstrated financial need for secondary funding
- SIF committee decisions are final and there is no appeal process.

# SIF Committee Initiative Engagement

There will be at least one SIF Committee Member that will be observing/participating in your initiative.

This will occur in different forms depending on the initiative type. The more participation that a SIF Committee member is able to have, the more fulsome and authentic experience they will receive. Initiative members are encouraged to be open to

the ways they can allow a SIF Committee member to participate in their initiative, where applicable.

The SIF Committee member will provide written feedback to the initiative members in the week following the experience. The feedback is based on the SIF Rubric objectives that is used during the funding pitch and this will serve as an opportunity for the SIF committee to follow-up on the execution of the initiative.

## Types of Initiative Engagement

If it is a Ryerson event, the admission cost for the SIF Committee member will be waived. If it is an external event (ex. a large dance competition and the SIF Group is entering as a performer, SIF will cover the admission cost).

## Magazine/Publication

A SIF Committee member will borrow/be given the final product of the publication for review. A short meeting with the initiative members will be set up, in order to explain and answer any questions. The SIF Committee member will also be included in at least one other point of the process of the creation of the initiative, such as sitting in on a meeting or viewing the art submission process, viewing the printing or distribution process.

## Event

A SIF Committee member will attend the entire event, in an observatory role at minimum. The SIF Committee member will not incur any cost at the event (i.e. be served food/beverages or any other “take-aways” from other guests) unless it is explicitly initiated by the SIF group before the event. The SIF Committee member does not have to pay the admission fee (if there is one), but this will not impact the SIF initiative costs.

## Performance

A SIF Committee Member will attend a performance. A follow-up chat with the SIF Group will be set up in order to ask questions that can not be addressed by viewing the game/competition. Admission for attendance will be covered by the SIF group/SIF fund.

## Athletics Club

A SIF Committee Member will attend a game/competition. A follow-up chat with a club/team member will be set up in order to ask questions that can not be addressed by viewing the game/competition.

## Trip/Funding to attend a conference

All trips funded by SIF will be required to create a symposium-style event following their return, in order to share their experiences with the Ryerson community. A SIF Committee member will attend the symposium.

## Hosting a Conference

A SIF Committee member will contact the group in order to determine which session they should attend. The group has the choice on how involved they would like the SIF Committee member to be in the conference, which would be at minimum observing from the periphery for 2 hours.

## Other

If it is not possible for a SIF Committee Member to attend an initiative, there are other options. Setting up a meeting with the SIF group to view the final product (ex. from a poster competition) or guide a SIF Group in their own reflection on the event is another option.

# Student Space Upgrades

In addition to student-led initiatives, SIF provides funding assistance for student space renovations and other related upgrades such as requests for new appliances or furniture for on-campus spaces. Renovations are performed by Ryerson Facilities Management & Development or its contractors. The budget submitted to SIF is based on the costs estimated by Ryerson Facilities Management & Development.

## Eligibility

Applications for student lounge upgrades must be endorsed by the respective program Chair or Dean. Your application should focus on cosmetic changes, such as: paint, lighting, new flooring, furniture and equipment (microwaves, computers), or card reader access. Structural renovations to your student lounge (like tearing down walls) will not be considered through the SIF Student Space Upgrade Funding. It is important to focus on the most significant upgrades you would like to make.

You will have to give a 5 minute pitch to the committee where you present your request; there will then be 10 minutes for the committee to ask you follow-up questions.

## Student Space Upgrade Application

You will need to:

- Provide contact information for Primary contact (the main contact person for the initiative), Secondary contact (a fellow student planning this initiative), Project Supervisor (a full-time staff member from your program department who provides the applicants with guidance and support required for the success of the initiative).
- Answer all Application questions fully.
- Submit supporting documents.

Supporting documents include:

- A letter of support from your Program Chair/ Dean which includes his/her signature.
- [Ryerson Facilities Management & Development Student Space Upgrade Request form \(found here\)](#)
- A clear list of furniture/equipment/labour in need of funding
- An explanation of the nature of your request such as (picture of the current space).

**Tip!** To strengthen your application, include layouts/ drawings of your new design.

## When and Where to Apply

There are several different deadlines involved in a Student Space Upgrade application. Ensure that you are familiar with these dates and submit all components of your application on time. Student Space Upgrade Application closes on January 21st, 2022, Student Space Upgrade will be scheduled on February 4th 2021.

To apply for a Student Space Upgrade, you must submit an application through the SIF database. Log-in with your my.ryerson username/password, and make sure to select the "Student Space Application."

## Facilities Management & Development

After January 21st, 2022, SIF will submit all the completed Student Space Upgrade applications to Facilities Management & Development for budgeting.

If you have any questions about the Student Space Upgrade guidelines or submitting your Student Space Upgrade application, please contact us at [sif@ryerson.ca](mailto:sif@ryerson.ca).

Notes:

# Information for Project Supervisors

A project supervisor must be a full-time Ryerson staff or faculty member who provides guidance and assistance to applicants so that they may plan and execute their initiative successfully. The key roles of a project supervisor are to oversee the initiative's budget planning, ensure the students meet the ongoing deadlines, signing documentation, initiating all financial reimbursements and take responsibility for any deficits incurred by the initiative. More information about the responsibilities are outlined below.

All SIF applicants need to have a project supervisor to be eligible for funding. Before a SIF applicant can be booked for a Pitch, the Project Supervisor confirmation form must be completed by the Ryerson staff or faculty member. The individual listed as the Project Supervisor on the SIF application will be automatically sent a link to this form, once the SIF application is submitted.

## Guidelines and Responsibilities

Below are guidelines for the responsibilities that all project supervisors are required to fulfill:

1. General
  - Offering general advice to the students regarding their initiative
  - Ensuring the students follow the Official SIF Policies and comply with them in their initiative
  - Signing a copies of the initiative final report and final budget
  - Ensuring the initiative acknowledges SIF support by including our logo in initiative marketing and communication materials
2. Deadlines
  - Ensuring the initiative members submit their final report, final budget, and financial paperwork no later than 30 days of the initiative completion date
3. Financial
  - Ensuring that the SIF funds are spent on the budget line items that have been approved by the SIF Committee
  - Completing all the financial reimbursement requests to Ryerson Financial Services for the initiative expenses covered by SIF
4. Deficits
  - You are responsible for any deficits incurred in the SIF initiative cost centre due to overspending
  - If the initiative overspends out of its SIF cost-centre, you are responsible for repaying the difference (either through the student group or through the department's cost-centre)

Thank you for taking on all the responsibilities and fulfilling them! Your support and dedication is appreciated!

## Mandatory Project Supervisor Information Session

Additional training on responsibilities as a Project Supervisor will be explained during the mandatory Project Supervisor Information. There are multiple sessions offered at the beginning of each term.

Fall 2021	Date	Time	Location
Project Supervisor Information Session #1	September 15th	4:00-5:00pm	<a href="#">Zoom</a>
Project Supervisor Information Session #2	September 17th	12:00-1:00pm	<a href="#">Zoom</a>
Project Supervisor Information Session #3	September 20th	2:00-3:00pm	<a href="#">Zoom</a>

Winter 2022	Date	Time	Location
Project Supervisor Information Session #1	January 11th	4:00pm-5:00pm	<a href="#">Zoom</a>
Project Supervisor Information Session #2	January 13th	12:00pm-1:00pm	<a href="#">Zoom</a>
Project Supervisor Information Session #3	January 18th	2:00pm - 3:00pm	<a href="#">Zoom</a>

## Contact Information

### General Inquiries:

Email: [sif@ryerson.ca](mailto:sif@ryerson.ca)

### If you have any Financial Questions, please contact Ryerson Finances Directly:

RUFIS Helpdesk Contact: ext. 2688

E-mail: [RUFIShelp@ryerson.ca](mailto:RUFIShelp@ryerson.ca)

### If you have any Human Resources Questions, please contact HR directly:

HR Client Services

Email: [hr@ryerson.ca](mailto:hr@ryerson.ca)

Phone: 416-979-5075

Notes:

# Appendices

# Appendices

## 1. Final Report Template

[Download a Final Report template here.](#) The Final Report is intended to concisely summarize the outcomes of the initiative. It documents the successes, difficulties encountered and lessons learned in order to signal improvement in the initiative for the future. This template outlines the content and format of final reports to be used for all SIF Final reports.

### Outline

#### Cover page

Group name  
Initiative name  
Date(s) of the initiative  
Location

#### Content

1.0 **Main Objectives** - This section of the report should highlight and discuss the initiative's main purposes and what the team hoped to achieve through the initiative. It should approximately be between 100-150 words, single spaced.

2.0 **Key Achievements** - List and describe the highlights and key success factors of the initiative. This section of the report should approximately be between 150-200 words, single spaced.

3.0 **Difficulties Encountered** - Describe any unexpected events that occurred during the course of the initiative, the impact that those events may have had on the initiative and the action(s) taken to address them. Also include any lessons learned from this occurrence and recommendations that can be used to improve the initiative in the future. It should approximately be between 150-200 words, single spaced.

4.0 **Outreach Strategy** - What were your marketing and communication strategy? Why did you choose them? How did it impact the outcome of your initiative? How effective were those means in meeting your initiative's needs? This section should approximately be between 150-200 words, single spaced.

5.0 **Learning Outcomes** - What did I learn from this experience? Why is this learning outcome important? How do I intend to utilize knowledge I have gained from this experience? What did I learn about my capabilities and limitations in this experience? How can I apply and share my knowledge? This section should approximately be 150-200 words, single spaced.

6.0 **Skill Development** - What are some new skills that you have developed during this experience? In what ways have you discovered these skills (provide examples)? What are some skills you have improved upon during this experience? How have you improved on these skills (provide examples)? This section should approximately be 150-200 words, single spaced.

7.0 **Current Contact Information** - Please include the correct contact information for your Project Supervisor, Primary Contact person and Secondary Contact person.

8.0 **Signatures** - All SIF final report must be signed by the initiative's Project Supervisor, Primary Contact person and Secondary Contact person before submitting.

#### Project Supervisor:

##### Title:

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Primary Contact Name:

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 2. Budget Template

Download a budget template here:

<https://drive.google.com/a/ryerson.ca/file/d/1jnbO4wyh3t7e4-wanRcmRB0IUMqfUKUs/view?usp=sharing>

## 3. Printable Application Timeline

Download an application timeline to personalize for your initiative here:

[https://drive.google.com/a/ryerson.ca/file/d/1a\\_5mpe\\_ge6f0XhdNWCiH0J9Lf9uVtb8-/view?usp=sharing](https://drive.google.com/a/ryerson.ca/file/d/1a_5mpe_ge6f0XhdNWCiH0J9Lf9uVtb8-/view?usp=sharing)

## 4. Printable Funding and Reimbursement Timeline

Download an funding and reimbursement timeline to personalize for your initiative here:

[https://drive.google.com/a/ryerson.ca/file/d/1EQvyy\\_41CQcDO6uKw1FVoslONBjp603G/view?usp=sharing](https://drive.google.com/a/ryerson.ca/file/d/1EQvyy_41CQcDO6uKw1FVoslONBjp603G/view?usp=sharing)

## 5. Download Pitch Rubrics

General Rubric

<https://docs.google.com/document/d/14tzYQ6cfkWk09aMzEPCx06cEIOQ66O8GgATaBJRxOLs/edit?usp=sharing>

EDI Rubric

<https://docs.google.com/document/d/1jwWLB9BVyfKjPgZ5uHy5va3Qnsdw9elcdTFeu5CgjNg/edit?usp=sharing>

Black Initiatives Fund Add-on Rubric

[https://docs.google.com/document/d/1ZW9HHuWvREdzGY25w2xruAu2Uw6\\_j5PHaQ-5eGZ1-Ms/edit?usp=sharing](https://docs.google.com/document/d/1ZW9HHuWvREdzGY25w2xruAu2Uw6_j5PHaQ-5eGZ1-Ms/edit?usp=sharing)

SIF FAQ

[https://docs.google.com/document/d/114UtlLi9LVK7KtWnEm3MrKJ9HxrlG8dAoxh\\_9mmmC5I/edit#heading=h.66t0j315v2qu](https://docs.google.com/document/d/114UtlLi9LVK7KtWnEm3MrKJ9HxrlG8dAoxh_9mmmC5I/edit#heading=h.66t0j315v2qu)

## 6. SIF Logo

All initiative marketing and communication materials must acknowledge SIF by including the Student Life Programs logo and a disclaimer about SIF as a source of funding. [Download the SIF package here.](#)

## 7. Contacting a Potential Project Supervisor

Staff and faculty members are usually contacted by a lot of students who are looking for a potential Project Supervisor. In order get noticed among the many, a good first impression and providing information they need in a timely, clear, efficient and professional manner is essential whether it is through email or in person.

Please note that in your search for a Project Supervisor, it is important to update the staff and faculty members you contact about the guidelines and the main responsibilities they are required to fulfill as a Project Supervisor.

### Initial Email Communication

Below are a few things to keep in mind when writing your email:

1. The subject line/title should be clear and attract their attention.
2. Proper email etiquette is vital. Use appropriate professional language. For example, start the email with "Dear" and end it with "Kind Regards". Avoid spelling and grammar errors.
3. Format your email properly. Font style, size, space between paragraphs should be suitable for the email.
4. Keep your email short, no more than 250 words
5. Use complete sentences.
6. Check your spelling and grammar
7. Ensure all information is accurate

### Introduction

1. Introduce yourself briefly
2. Mention how you came to hear about them and personalize this section. Did you attend their lecture, a conference, or if they were recommended by someone?
3. State the objective of the email. What do you want to accomplish by emailing them?

## Body

1. This section of the email is the most important. Introduce your initiative and outline what is the main objective(s)/mission(s) of your initiative. Why you think it is of importance to the Ryerson community?
2. It is useful to mention why you are interested in this initiative or why you want to get involved with it.
3. If it is a recurring initiative, highlight some of the past accomplishment your initiative has achieved. Provide some supporting data is applicable. If it is a new initiative, outline some progress you intend to make.
4. If you received funding or intend to apply for funding, mention the sources.

Use this section to address why you think they should consider supporting your initiative as Project Supervisor.

## Conclusion

1. In this section of the email summarize what you think they should consider your initiative.
2. You may want to request a meeting with your potential supervisor to discuss the initiative and whether they will available.
3. Appreciate them for their time to read your email and review attached documents.

## Before sending the email

1. Attach files you made a reference to in your email or you think are necessary.
2. Proofread your email to make sure there are no errors.

## 8. Funding Change Request Form

We understand that during the event planning process things may change after receiving funding approval. The Student Initiative Fund (SIF) has made it possible for you to change line items in your budget that were previously approved by the SIF Committee.

Funding Change Request Form

<https://docs.google.com/document/d/1IN-LeXwjuZX0rQ0urxdn4GUfis9JZ8JAKTR3ZC83hAA/edit?usp=sharing>

## 9. Cheque Requisition form

The Cheque Requisition Form is a form provided by the university's cost centre to outline the expenses made by the recipients and facilitate the reimbursement process.

Cheque Requisition Form

<https://www.ryerson.ca/financial-services/purchasing-payment/paying-vendors/cheque-requisition-form-how-to-use/>

# Important Dates and Deadlines At A Glance

## Applications Open

Fall: August 9th - September 21st 2021

Winter: October 18th - January 24th 2022

## Pitch Presentations

Fall: October 1-3 2021

Winter: February 4-6 2022

## Mandatory SIF Applicant Information Sessions

Fall	Date	Time	Location
SIF Applicant Information Session #1	August 12th 2021	3pm - 4pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #2	August 18th 2021	10am-11am	<a href="#">ZOOM</a>
SIF Applicant Information Session #3	August 25th 2021	4pm -5pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #4	August 30th 2021	11am -12pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #5	September 2nd 2021	12pm - 1pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #6	September 8th 2021	12pm - 1pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #7	September 10th 2021	12pm -1pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #8	September 13th 2021	4pm-5pm	<a href="#">ZOOM</a>

Winter	Date	Time	Location
SIF Applicant Information Session #1	January 10th 2022	3pm -4pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #2	January 12th 2022	10am - 11am	<a href="#">ZOOM</a>
SIF Applicant Information Session #3	January 14th 2022	4pm -5pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #4	January 17th 2022	11am - 12pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #5	January 19th 2022	12pm -1pm	<a href="#">ZOOM</a>
SIF Applicant Information Session #6	January 21st 2022	12pm - 1pm	<a href="#">ZOOM</a>

## Mandatory Project Supervisor Information Sessions

Fall 2021	Date	Time	Location
Project Supervisor Information Session #1	September 15th	4:00-5:00pm	<a href="#">Zoom</a>
Project Supervisor Information Session #2	September 17th	12:00-1:00pm	<a href="#">Zoom</a>
Project Supervisor Information Session #3	September 20th	2:00-3:00pm	<a href="#">Zoom</a>

Winter 2022	Date	Time	Location
Project Supervisor Information Session #1	January 11th	4:00pm-5:00pm	<a href="#">Zoom</a>
Project Supervisor Information Session #2	January 13th	12:00pm-1:00pm	<a href="#">Zoom</a>
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