

Request for Strategic Funding Allocation

Please submit complete templates that do not exceed the space allocated. Projects must focus on strategic impact achievable using one-time funds. Pilot projects may also be considered. The President has formed an advisory committee that meets as necessary to examine applications to the fund and indicate to her the extent to which ALL of the criteria outlined below are respected. Please submit the completed form to the attention of the Chief of Staff, S-GM 801. Successful applicants will be required to submit annual reports to the advisory committee.

- (1) Applications to the Fund may be accepted for up to 50% of the project cost, with a minimum request of \$10,000 and a maximum of \$50,000 from the Fund.
- (2) The project must reside clearly within the requesting unit's normal operational mandate (or within the leading unit's mandate if a collaboration between multiple units), have a clear project management plan, and have a single, designated project manager.
- (3) The project must result in measurable progress toward the goals of the Strategic Framework or its supporting actions and be consistent with the scope and reach of previously funded initiatives in terms of impact on students, faculty, staff, or community.
- (4) The requested funding must match other funds, the entire match guaranteed by the approving vice-president. Unit matching funds may exceed 50% of the total project cost and may be sourced from different units, but the budget code(s) for matching funds must be included in this submission.
- (5) In all cases, allocations from the Strategic Fund will be one -time only and may only be used for non-recurrent purposes.
- (6) There will be a clear plan for measuring and communicating the project's success.

Project Title

Brief Project
Description

Please select the one pillar of the Strategic Framework **most** closely associated with your project. The exact link should be clear from the brief description.

- ☐ Academic Work of the Highest Quality ☐ Outstanding Student Experience and Student Engagement ☐ Community Engagement & Social Responsibility ☐ Best Practices in Administration ☐ Communicating our Success

Brief Budget
Description
(Include name of
person or persons
approving
matching funds)

Total Project Budget = Strategic Allocation Requested + Matching Amount

Briefly describe alternate avenues explored for budget and the exact contribution the allocation would make to the project's success.

Briefly describe why a non-recurrent Strategic Allocation is the most appropriate way to move the project forward.

Briefly describe the project's expected outcomes, including internal or external positive messaging opportunities.

Briefly describe the project timeline and the metrics that will be used to determine the success of the project. Successful applications will report using these metrics on a quarterly or monthly basis.

For a project to be considered, the appropriate box below must be completed

Faculty <input type="text"/> (Name)	Student <input type="text"/> (Name)	Other <input type="text"/> (Name)
Dean _____ (Signature)	Dean of Students _____ (Signature)	Supervisor _____ (Signature)
Provost _____ (Signature)	VP Services _____ (Signature)	VP _____ (Signature)
Budget Code <input type="text"/>	Budget Code <input type="text"/>	Budget Code <input type="text"/>