**STUDENT ENGAGEMENT FUND APPLICATION**

*Please complete all pages*

**What is the Student Engagement Fund (SEF)?**
The fund provides financial support for student-led activities, events, and projects that engage the student community and enhance the student experience. This initiative will encourage and support students who wish to engage with their peers to build a stronger sense of community on all three SFU campuses.

SEF funding is intended as top-up funding after some funding is received from other sources.

**Who is eligible to apply for the fund?**
- Students who are involved in organizing a student-led initiative, activity, or event that enhance student engagement and contribute to build a stronger sense of community on all three campuses.
- Students must be in good academic (CGPA 2.0 or higher) and financial standing (no outstanding SFU account balance) at the time of the application through to the activity, event, or initiative period.
- Students must be working with other students – please provide contact information for three students.

**What type of event/initiative is eligible to be funded by the SEF?**
- The activity/event/project must involve some type of student engagement

The initiative cannot be for personal gain, personal development, or conference travel, and cannot be used toward supporting soft costs (such as the costs of existence of a club or regular meetings).

**Other application information**
- Applications must be made a minimum of two weeks before the activity, event, or project takes place.
- The applicants must have a staff or faculty member who provides mentorship/direct support in overseeing the event/initiative. Students must complete the application but the staff/faculty member must submit it on behalf of the students.
- A summary report and proof of expenditure (original receipts) must be submitted post-event in order to obtain reimbursement.
- Students will be required to agree to the policies and stipulations of the program.

**Preference will be given to opportunities/initiatives that:**
- Are on campus
- Are open to all SFU students (volunteering and participating)
- Show collaborative effort with other student groups in the planning and implementation process
- Show efforts to offset costs (such as ticket sales, attempts to find additional funding elsewhere, sponsorship)
- Demonstrate evidence of thoughtful planning and organization, and consider access to everyone
- Demonstrate efforts to include interactive and creative elements that enhance engagement and encourage student participation

Please submit the completed forms and all required documents to sef-admin@sfu.ca at least two weeks before the activity/event.
CONTACT INFORMATION (3 REQUIRED)

CONTACT #1

Name ____________________________________________________________

SFU Email ___________________________ Phone _______________________

SFU student number ______________________________________________

Club or group name (if applicable) ___________________________________

Applicant’s position or title (if applicable) ___________________________

Have you organized an event like this before? If yes, please describe it.
____________________________________________________________________
____________________________________________________________________

CONTACT #2

Name ____________________________________________________________

SFU Email ___________________________ Phone _______________________

SFU student number ______________________________________________

Club or group name (if applicable) ___________________________________

Applicant’s position or title (if applicable) ___________________________

Have you organized an event like this before? If yes, please describe it.
____________________________________________________________________
____________________________________________________________________

CONTACT #3

Name ____________________________________________________________

SFU Email ___________________________ Phone _______________________

SFU student number ______________________________________________

Club or group name (if applicable) ___________________________________

Applicant’s position or title (if applicable) ___________________________

Have you organized an event like this before? If yes, please describe it.
____________________________________________________________________
____________________________________________________________________
EVENT INFORMATION

Event name ___________________________________ Event location ____________________________________________

Event description and purpose _________________________________________________

_____________________________________________________________________________
_____________________________________________________________________________

Date of event ___________________________________ Event time ______________________________________

Is the event a single occurrence or is it recurring (e.g., each term, annually)? ________________________________

Expected number of SFU students attending _______ Expected number of SFU students volunteering/organizing _______

Will the event attendees primarily consist of graduate or undergraduate students? ________________________________

GENERAL INFORMATION

How does the SFU community benefit from the activity or event? Please break this down by population. _____________________

_____________________________________________________________________________

How will the event enhance student engagement? ________________________________________________

_____________________________________________________________________________

Who else will benefit from this event and how? ________________________________________________

_____________________________________________________________________________

Include any other information that is relevant or might help in the evaluation of this request _____________________

_____________________________________________________________________________

BUDGET  Provide a detailed budget including revenues and expenses (please attach a separate sheet to your application)

☐ Sheet attached

Amount of funding requested from the Student Engagement Fund ________________________________

Amount of funding obtained from other sources ________________________________________________

Indicate any financial support received or requested from SFU faculties, student societies, or other groups ________________________________

_____________________________________________________________________________

_____________________________________________________________________________

STAFF CONTACT

Name of staff contact providing mentorship/oversight of this group/initiative ________________________________

Position title ________________________________ Department ________________________________

Email ________________________________ Phone ________________________________