



UTown@UBC Winter 2011 Community Grant Application Guidelines

UTown@UBC Community Grants

UTown@UBC is your residential community on campus where over 18,000 students, faculty, staff and other residents live, work and learn together. In the spirit of building community on campus the UTown@UBC Community Grants program, a joint initiative with the University Neighbourhoods Association (UNA), is awarding grants of up to \$1,000 for projects that contribute to the social vibrancy of the campus community.

All UTown@UBC residents — students, faculty, staff and other residents who live on campus are encouraged to apply.

Community Grant Funding Criteria

Community Grants are awarded to projects that meet the following funding criteria:

- Contribute to the social vibrancy of UTown@UBC through fun, social or learning events, programs or activities where residents come together around shared interests
- Involve UTown@UBC residents in a specific event, program or activity. Projects can be:
 - Plays, concerts or cultural celebrations
 - Recreational and sporting events
 - Community garden projects
 - Other ideas encouraged
 - Training workshops or seminars
 - Lectures
 - Area restoration and cleanup projects
- Create fun and unique opportunities where residents learn about their campus
- Demonstrate a plan to deliver the proposed project successfully

Applicant Eligibility and Rules

- Applicants must be residents of UTown@UBC. Residents of UTown@UBC are students, faculty, staff and other residents who live on the UBC Vancouver Campus
- Projects must be completed no later than April 1, 2012
- Applicants cannot profit financially from the project and unused funds must be returned to UBC
- To promote the Community Grant Program and build awareness about UTown@UBC, grant recipients are asked to identify UTown@UBC and the UNA as projects sponsors. UTown@UBC and UNA logos will be provided.





- Projects must be consistent with the values of UBC —“academic freedom, advancing and sharing knowledge, excellence, integrity, mutual respect and equity and public interest”
- A written evaluation report must be provided to the Community Grant Selection Committee no later than one month after the conclusion of the project showing how the funds were spent, the results achieved, and how the project contributed to the social vibrancy of UTown@UBC. A reporting template will be provided to grant recipients
- The report **must** include original receipts for all funds spent

How to apply – instructions

Step 1 – Determine Your Eligibility

Read the funding criteria, eligibility and rules to determine if your project is eligible for a UTown@UBC Community Grant.

Step 2 – Attend the Community Grant Application Workshop

Prospective applicants are encouraged to attend a grant application workshop taking place on Thursday November 24, 2011 at 5PM in Policy Lab A, CIRS Building - 2260 West Mall. The workshop will provide applicants with information about the application process and ways to develop successful projects. To sign up for the workshop contact Coco Lefoka, Community Outreach Coordinator at 604-822-2278 or coco.lefoka@ubc.ca.

Step 3 – Complete the Application Form

Step 4 – Submit your Application

Submit your application before the **December 31, 2011** deadline. Applications can be submitted in the following ways:

Email: coco.lefoka@ubc.ca

***Mail or in person:**

UTown@UBC Community Grant Selection Committee

2210 West Mall, Vancouver,

BC, V6T 1Z4

***Please note the office will be closed between December 24, 2011 and January 3, 2012. Applications post-dated on or before December 31, 2011 will be accepted.**

