



UNIVERSITY OF TORONTO ENGINEERING SOCIETY

VP Finance
Skule Endowment Fund Terms of Reference
January 1, 2019 – December 31, 2019
Sandford Fleming B740, 10 King's College Road
Toronto, ON. Canada M5S 3G4

Phone: (416) 978-2917
Fax: (416) 978-1215
vpfinance@skule.ca
skule.ca

UNIVERSITY OF TORONTO ENGINEERING SOCIETY SKULE™ ENDOWMENT FUND TERMS OF REFERENCE 2019

Introduction

The Skule™ Endowment Fund (SEF) was established by referendum among engineering undergraduates in 2011 and has been renewed biannually since. The purpose of the fund is to establish a permanent endowment to improve student facilities, academic facilities, and to help finance student clubs such that they directly enhance the engineering undergraduate experience.

Goals

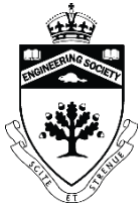
The Fund will support initiatives, projects and services, in whole or in part, that enhance the undergraduate experience of the student body. This includes, but is not limited to:

- Non-annual expenditures for student clubs and design teams;
- Capital improvements to University buildings and infrastructure;
- Laboratory equipment specifically for non-academic use;
- Engineering Society activities and operations.

In addition to primary goals stated above, the Engineering Society has the following goals for all projects supported by the SEF:

1. That they be broadly supported by the Department(s), Club(s), Building Managers and other Third Parties that the project relates to.
2. That the magnitude of the expenditure is proportional to the number of students impacted.
3. That funds be allocated to impact engineering undergraduate students in an equitable but not necessarily equal fashion.
4. That the source of the funds be acknowledged publicly.

These goals are set to ensure the long-term viability and visibility of the SEF. The SEF is to address the concerns of the students who pay into it and ultimately approve of its ongoing existence.



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Requirements for Proposals

Proposals may be submitted by any member of the Engineering Society or the Faculty of Applied Science and Engineering on behalf of any recognized student group or course offered by the Faculty of Applied Science and Engineering. In addition, proposals to enhance student space may also be submitted by any building manager. All proposals must be directly related to the undergraduate engineering student body.

Proposals shall include the following items:

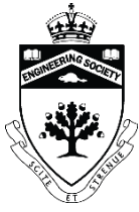
1. Basic Information
 - a. Name
 - b. Organization
 - c. Email
 - d. Phone Number
 - e. Project title and description. The description should be of sufficient detail that a technically educated but non-specialist person can easily grasp the nature of it. Please include any pictures or diagrams that are relevant to the description.
 - f. Unit cost (if applicable) and total cost.
 - g. Amount requested from the Fund
 - h. Estimated number of students impacted by the project
2. Supporting Documentation
 - a. Quotations or estimates to demonstrate that the total project cost is credible.
 - b. A letter indicating how the SEF und will be promoted through the project

Application Process

1. Fill in the written application.
2. Email both the application and any relevant files to vpfinance@skule.ca with the subject:

“SEF (Spring/Fall) 2019 Application – (Name of Organization/Project)”

The application will be discussed by the SEF Subcommittee to reach a recommendation. The SEF Committee will review and approve individual allocations. Funds will the distributed after this stage.



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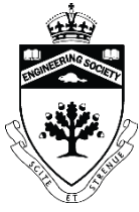
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Review Process

Once submissions have been received, they will go through three stages of review.

1. First, the SEF Sub-Committee will review submissions for completeness. Additional information may be requested from submitters at this stage.
2. Second, the SEF Sub-Committee will consult with the relevant Discipline Club and/or individual students that would be impacted by each proposal, if necessary. At this stage, proposals will be ranked. A report of the recommendations will be created by the SEF Sub-Committee.
3. Finally, the recommendation report will be presented to the SEF Committee and individual allocations will be approved by the SEF Committee. Funds will be disbursed after this stage.



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Timeline

Spring 2019

Deliverable

January 2019	Call for proposals
Late February 2019	Deadline for submissions
Early March 2019	Recommendation report delivered to Endowment Fund Committee
Mid March 2019	Final approval granted
Late March 2019	Funding released

Fall 2019

Deliverable

October 2019	Call for proposals
Early November 2019	Deadline for submissions
Mid November 2019	Recommendation report delivered to Endowment Fund Committee
Late November 2019	Final approval granted
December 2019	Funding released