

# UNIVERSITY OF TORONTO ENGINEERING SOCIETY

VP Finance  
Skule Endowment Fund Terms of Reference  
Fiscal Year: June 1, 2018 – May 31, 2019  
Sandford Fleming B740, 10 King's College Road  
Toronto, ON, Canada M5S 3G4

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vpfinance@skule.ca  
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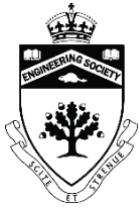
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## UNIVERSITY OF TORONTO ENGINEERING SOCIETY SKULE™ ENDOWMENT FUND TERMS OF REFERENCE 2018-2019

### **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.

The SEF is currently set to \$120,000 for the 2018-2019 fiscal year, with roughly \$60,000 to be made available in each of the Fall and Winter semesters.



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## Goals

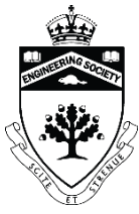
The Fund will support initiatives, projects and services, in whole or in part, that enhance the undergraduate experience of the student body. This includes, but is not limited to:

- 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:

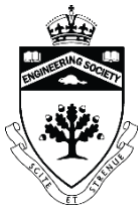
1. Basic Information
  - a. Name
  - b. Organization
  - c. Email
  - d. Phone Number
  - e. Project title and description. The description should be of sufficient detail that a technically educated but non-specialist person can easily grasp the nature of it. Please include any pictures or diagrams that 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 Fall 2018 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 be distributed after this stage.



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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.

## Timeline – Fall Semester

<b>Date</b>	<b>Deliverable</b>
October 9, 2018	Call for proposals
November 2, 2018	Deadline for submissions
November 12, 2018	Recommendation report delivered to Endowment Fund Committee
November 26, 2018	Final approval granted
December 2018	Funding released