Staff Enhancement Grant: Terms of Reference

The purpose of the Staff Enhancement Grant (SEG) is to help cover the costs associated with the pursuit of personal development for staff for initiatives not directly related to job duties. The University of Waterloo Staff Association (UWSA) reviews applications and determines recipients for a Staff Enhancement Grant. Applications will be judged on the basis of the overall merit of the objectives, activities, and benefits to the individual, and the community. All UWSA members are eligible to apply for a SEG.

Please note: The grant will not supplement or replace routine departmental training, unit development costs and responsibilities, or personal vacation.

Guidelines for Applications

1. Please outline the objective of the request for funding and related activities.
2. Applications must include a breakdown of all costs related to the activity and a summary of support received from other sources.
3. The applicant should outline how the proposed activity will benefit the applicant as well as the wider community.
4. Applications are submitted to the UWSA office according to the following deadline schedule:
   Deadline Dates: June 1  December 1
5. The UWSA Board of Directors SEG committee will review applications within three weeks after the deadline date and inform applicants of its decision shortly thereafter.
6. To receive SEG funds, the recipient is required to submit original receipts and a short, written report to the UWSA office within one month of completing the funded activity.
7. UWSA office will retain records of applications where grants have been awarded, along with recipient reports, and copies of receipts.
8. Successful grant applications will be publicized on the UWSA web site including the name of the recipient and a brief description of the purpose of the grant.
9. Further promotional articles could be published on social media (Facebook, Twitter, Daily Bulletin) in collaboration with the applicant, if mutually agreed upon.
10. Examples of expenses approved for past SEGs include: textbooks, course supplies, training/workshop fees, software, services, or travel expenses allowable under the University of Waterloo Travel Policy #31 (hotel accommodation, meals/beverages, transportation, etc.). Please refer to the list of prior awards granted.
11. Please note: For University of Waterloo tuition, please see University of Waterloo’s Policy 4.

Guidelines for Allocating Grants

1. Applications will be reviewed for completeness by the UWSA office and forwarded to members of the SEG committee.
2. The committee will review the applications and make grant recommendations for UWSA Board of Directors approval. The SEG will not supplement or replace routine departmental training, unit development costs and responsibilities, or personal vacation.
3. Grant availability:
   - Grants will be awarded based on availability of UWSA funds.
   - No predetermined number of grants will be allocated in a year. It is possible that in some years, no grants will be awarded.
   - Grants awarded may depend upon the number of applications received.
   - Grants will be funded in whole (up to $500) or in part.
   - Preference may be given to individuals who have not received the grant previously.
4. The committee may request additional information from the applicant to guide its decision.
5. Funds awarded are to be used within six months unless specific arrangements are made with the committee.

**Donating to the Fund**
Anyone wishing to contribute to the Staff Enhancement Grant should send their donation to the University of Waterloo Staff Association. Departments and individuals are encouraged to make donations to recognize significant staff milestones (i.e. 25 Year Club, Retirement, etc.). Donors giving $50 or more will receive a thank you card signed by the University of Waterloo Staff Association President and acknowledgement of their gift will appear on the UWSA website. The person being honoured by the donation will also receive an acknowledgement from the UWSA.

**Staff Enhancement Grant Committee: Terms of Reference**

**Purpose:**
The purpose of the Staff Enhancement Grant (SEG) approval committee is to vet SEG applications from UWSA members and determine funds awarded from a pre-determined individual limit and annual budget allocation.

**Membership**
The Staff Enhancement Grant committee will consist of:
- Chair – Executive Manager of the UWSA
- Two board members – appointed by the UWSA Board of Directors as required.

**Responsibilities:**
The Chair or delegate will:
- communicate with applicants regarding application submission, documentation, and committee decision
- set up meetings according to deadline dates of the grant
- set agenda for meetings
- ensure that all relevant application information is provided to the committee prior to the meeting
- bring funding recommendations to the UWSA Board of Directors

The Committee will:
- attend committee meetings as arranged
- review the applications
- follow the Staff Enhancement Grant guidelines as outlined in the terms of reference
- ensure that UWSA office is made aware of grants awarded to update website accordingly
- prepare a motion for the UWSA Board of Directors for approval of the grant amounts to the successful applicant(s)
- prepare a motion for the UWSA Board of Directors for the applications(s) not approved

**Staff Enhancement Grant Application**
*Online application form*

November 2018