Staff Enhancement Grant
Application Form

Deadline Dates: ● June 1 ● December 1

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 University of Waterloo Staff Association members are eligible to apply for a Staff Enhancement Grant.

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

The UWSA SEG committee will review applications within three weeks after the deadline date and inform applicants of its decision. The amount of the grant will be up to $500.00.

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 activity.

Examples of expenses approved for past SEGs include: textbooks, course supplies, training/workshop fees, software or services 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.

Applicant Information

Name: ___________________________________ Date: ________________________________

Job Title: ___________________________________ Phone Extension: _______________________

E-mail: ___________________________________ Department: _____________________________

Previous SEG application? If yes, date and amount

Received: ___________________________________

Please attach the following information in a separate document:

Date of activity

Proposed Use (workshop fee, travel expense, etc.): please provide specific details

Objective: Outline the objective of the request for funding and a brief description of related activities

Benefits: Outline the benefits to the applicant and the community

Breakdown of all related costs, specifying for which costs this application pertains

Summary of support from other sources

SUBMIT TO: UNIVERSITY OF WATERLOO STAFF ASSOCIATION OFFICE, DC 3603 (Questions ext. 33566)

For Office Use

Reviewed by UWSA office _______________________________ Date __________________________

Approved by UWSA Board of Directors ___________________ Date __________________________

Amount Approved $ _______________________________ April, 2015