

The purpose of the Staff Enhancement Grant (SEG) is to reimburse expenses that will be incurred in the pursuit of personal skills development for staff for activities **not related to job duties**. Projects that also benefit the community will be prioritized. The University of Waterloo Staff Association (UWSA) reviews applications and determines recipients for SEG funding. All UWSA members are eligible to apply for a SEG.

Please note: The grant will not supplement or replace departmental training, unit development costs and responsibilities, or vacation expenses. Applications including costs to purchase physical items (including items such as tools, software, household items, etc.) will not generally be funded.

Procedures

1. The applicant prepares an application that includes the following:
 - a. a detailed description of the proposed activity,
 - b. the amount requested from the SEG fund,
 - c. a breakdown of all costs related to the activity and a summary of support received from other sources, and
 - d. how the proposed activity will benefit the applicant as well as the wider community.
2. The applicant submits the online application to the UWSA office according to the following deadline schedule:
Deadline Dates: June 1 December 1
3. The UWSA office reviews SEG applications for completeness and forwards complete applications to members of the SEG Committee.
4. The UWSA SEG Committee reviews applications within three weeks after the deadline date and inform applicants of its decision shortly thereafter.
5. Before SEG funds are released, the recipient is required to submit original official receipts and a one-page report summarizing the activity and highlighting individual and community benefits, to the UWSA office within one month of completing the funded activity.
6. Once the report and receipts are submitted, payment will be made to the applicant within approximately two weeks.
7. UWSA office will retain records of applications where grants have been awarded, along with recipient reports, and copies of receipts.
8. The SEG committee may request additional information from the applicant to guide its decision.
9. 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.
10. Further promotional articles could be published on social media (Facebook, Twitter) or the Daily Bulletin in collaboration with the applicant, if mutually agreed upon.
11. UW [Policy 4](#). - Benefits to Faculty and Staff Undertaking Part-time Educational Programs provides free tuition to eligible staff enrolling in UW degree-credit course. These staff may apply for SEG funding to help cover the costs of course materials.

Fund Guidelines

1. The SEG provides reimbursement of expenses that will be incurred by a staff member in the pursuit of personal skills development.
2. The maximum value of a grant is \$500.
3. The SEG committee will review the applications and allocate funds based on the overall merit of the objectives, activities, and benefits to the individual, as well as any potential benefit to a wider community. The Community could be the University of Waterloo, or a community identified by the applicant.
4. The SEG **will not** supplement or replace routine departmental training, unit development costs and responsibilities, or vacation expenses. Applications including costs to purchase physical items (including items such as tools, software, household items, etc.) will not generally be funded.
5. 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.
6. Preference may be given to individuals who have not received the grant previously.
7. Funds awarded are to be used within six months unless specific arrangements are made with the committee.
8. Funds are not awarded for activities that have already taken place.
9. Examples of possible projects could include (but is not limited to) fees to cover workshops for personal skills development, course materials for UW degree-credit courses, tuition for non-UW academic courses. Non-traditional forms of learning will be considered by including a statement or summary of skills development instruction. Please contact the UWSA office for more information.

[Staff Enhancement Grant Application](#) (webform)

Revised: April 22, 2022
Approved: October 31, 2022