UNIVERSITY OF MANITOBA

COMMUNITY ENGAGEMENT FUND

Application Form

General Instructions

1.   Applicants should read the General Guidelines of the Community Engagement Fund program. Applications must be prepared with these guidelines in mind, particularly with respect to the funding range and the general purpose of community engagement.
2.   **An electronic copy of the completed and signed form and all supporting documentation should be emailed to karen.schwartz@umanitoba.ca. Incomplete applications will _not_ be considered.**

Name of Applicant:

Rank/Position:

Department: Faculty: Telephone No.:

Address for Correspondence: E-mail:

Co-applicants (name, department/institution):

Short Title of Project:

_____

_____

Amount Requested:

Have you ever received a Major Outreach Award? ☐ yes   ☐ no no

If yes, please attach a 1 page summary of the previous project explaining the outcomes.

PART A - GENERAL INFORMATION

The undersigned hereby certify acceptance of the terms and conditions of the Community Engagement Fund Program as outlined in the General Guidelines.

Signatures

APPLICANT	DATE	DEAN/DIRECTOR	DATE

PART B - PROJECT PROFILE

SECTION 1   **DETAILED DESCRIPTION OF THE PROJECT**

SECTION 1   **DETAILED DESCRIPTION OF THE PROJECT (if required)**

SECTION 1   **DETAILED DESCRIPTION OF THE PROJECT (if required)**

SECTION 2   **STATEMENT OF HOW THE PROJECT FULFILLS THE GENERAL PURPOSE OF COMMUNITY ENGAGEMENT** (DO NOT EXCEED THIS SPACE)

PART C - FINANCIAL DATA

SECTION 1   **BUDGET SUMMARY**

Summarize your budget. All items must be detailed in Section 2 below:

Budget

Personnel $ [   ]

Materials and Supplies
                                                                                           $ [   ]

Other (please specify) $ [   ]

                                              Total Requested $ [   ]

SECTION 2   **BUDGET JUSTIFICATION**

Please justify each budget item by relating it to the objectives and requirements of the project. DO NOT EXCEED THIS SPACE.

PART C - FINANCIAL DATA (Cont'd)

SECTION 3	**OTHER INTERNAL AND EXTERNAL SOURCES OF FINANCIAL SUPPORT FOR THE PROJECT**

Amount   Source

☐   Please check here if letters of support from collaborators or external constituencies are attached.

PART D - COMMENTS OF DEAN OF FACULTY OR DIRECTOR OF SCHOOL

Please comment on the above application in light of the general purpose of community engagement as described in the General Guidelines.

PART E - RANKING (BY DEAN OF FACULTY OR DIRECTOR OF SCHOOL)

This proposal ranks #_____out of the_____proposals from this unit.

_____   _____
Dean/Director Signature   Date

PART F: SELF-EVALUATION

In order to verify that your application meets the eligibility criteria of the Community Engagement Fund program, we ask that you complete a self-evaluation. Items 1-4 pertain to the general purpose of the Community Engagement Fund program. Items 5-15 are activities/expenditures **NOT** supported by the Community Engagement Fund. **If you check "yes" to any of the items listed in 5-15, you should revise and/or reconsider submission to this program.**

The Proposed Project Involves:	Yes	No
1. Increasing access to the existing programs of the University		
2. Extending the nature and range of the programs and services it offers		
3. Sharing more effectively with the community the resources of the University		
4. Drawing on the talent, experience and resources within the community		
5. Enhancing our students' experience		
6. Continuing initiatives, including those that have previously received funding through the former Major Outreach program		
7. Conducting pure or applied research		
8. Undertaking knowledge transfer/translation/mobilization activities		
9. Recruiting students		
10. Undertaking public relations for the proposing unit		
11. Purchasing equipment		
12. Supporting students financially		
13. Supporting activities that should be funded by the consumer		
14. Providing release time for faculty and staff		
15. Hosting and/or attending conferences		

PART G - APPLICATION CHECKLIST

	Included
1. The completed application form.	
2. Signature of primary applicant.	
3. Ranking of application and signature of Dean/Director (to be done on every copy).	
4. Report on outcomes of previous Major Outreach Award (if not applicable, check n/a)	or N/A
5. Description of proposed project including additional pages if applicable.	
6. Detailed budget and budget justification.	
7. Supporting letters.	
8. Completed Self-Evaluation.	
9. This checklist.	