

Faculty of Agricultural and Food Sciences
Endowment Fund Competition 2023

APPLICATION GUIDELINES

NEW

- Multiple projects/requests from the same individual, organization or student group should be **combined into one proposal**.
- Given the steady funding available to graduate students from FGS, GSA and their supervisors for travel to conferences & workshops, the Endowment Fund will **NOT** accept requests for graduate student travel funds. Unallocated funds, after decisioning all proposals, will be distributed to Departments to allocate to those types of requests. Requests related to undergraduate student travel will be considered.
- Repeat requests, if awarded, will be considered for automatic funding for a 3-year period. You will be notified if this applies to your proposal.
- Requests related to teaching infrastructure/support will only be considered if the course primarily benefits students registered in the academic programs offered by the Faculty of Agricultural & Food Sciences.
- Proposals that include **video/photo promotion requests**: For promotion coordination, brand alignment and suggested vendors, please consult with the Communications Specialist, [Crystal Jorgenson](#).

Supporting documents and justification (REQUIRED):

- Provide quotes for equipment and material requests. Note: For items valued over \$10,000, three quotes are required, following UM policy.
- For travel fund requests (undergraduate students or those hosting a conference locally and inviting speakers): Provide quotes or estimates for travel funds including conference/workshop fees, accommodations and airfare/transportation costs.

Note: If required documentation/justification is not included in the proposal, the proposal may not be funded.

Funding rules normally followed:

- Priority is given to proposals that benefit a greater number of current and/or future students.

- Priority is given to proposals where projects and programs are consistent with the academic goals of the Faculty of Agricultural and Food Sciences, including but not limited to:
 - teaching projects/equipment
 - student recruitment activities
 - visiting scientists and lecturers
 - special projects for support staff
 - specialized computer equipment where clear teaching benefit is demonstrated (funding of computer equipment for research infrastructure should be shared by the grant-holder in the respective department)
 - student competitions
 - field trips – a field course fee should be charged where applicable, rather than seeking financial support from the Endowment Fund
 - library acquisitions
 - **attending** conferences or workshops (**undergraduate students**)
 - **hosting** conferences or workshops (**undergraduate or graduate students**)
 - support for approved student exchange activities outside the University of Manitoba

- The number of proposals received by an applicant, or previous submissions by the same applicant, should have no bearing on evaluation of their proposal(s).

- Proposals that are incomplete, poorly written, contain inadequate information, or do not include the required supporting documentation, WILL be ranked lower than if these requirements were met and may not be funded.

- For proposals requesting amounts above \$3500 (avg award per proposal), priority will be given to those who demonstrate that funding from other sources was applied for or already obtained. Both approaches, applied for or obtained, should be treated equally.

- Priority is given to proposals that demonstrate that funding from other sources was applied for, or already obtained. Below is a non-exhaustive list of available funding opportunities at the University of Manitoba for travel and teaching:
 - [Faculty of Agricultural and Food Sciences Student Initiative Fund](#)
 - [Scholarship of Teaching and Learning Program](#)
 - [Conference Sponsorship Program and Student Travel Support to Competitions](#)
 - [Support Staff Endowment Fund](#)
 - [Faculty Awards and Funding Opportunities](#) (Office of the Provost and Vice-President (Academic))
 - [Financial Aid and Awards](#) (Student Affairs)

Final Report (REQUIRED):

A new proposal will not be considered for funding if the applicant/student group has an outstanding final report from the previous year(s).

Requests to carry-over funds:

- Requests to carry funds over to the next fiscal year must be made in writing to the Chair via the Committee Resource, [Heather Wiebe](#).
- The Chair decides on approval on a case-by-case basis and brings the decision to the committee for information.
- Carryover requests are allowed for the same project up to a maximum of 2 consecutive years upon annual request.

Requests to modify proposals:

- Requests to modify proposals must be made in writing to the Endowment Committee Chair via the Committee Resource, [Heather Wiebe](#).
- Requests to spend funds on items for the **same purpose** as outlined in the proposal objective, **will be** considered. Example: request to purchase a similar item from a different manufacturer than stated in proposal. The final decision rests with the Chair, Committee Resource and one student member of the committee.
- Requests to spend funds on items for an **alternate purpose** from the original approved proposal, **will not** be considered. Funds are to be returned and a new proposal may be submitted in the next call.