

## Faculty of Agriculture and Food Sciences Student Initiative Fund Committee Recommendations for Successful Applications

The following recommendations are aimed at helping applicants develop clear, concise, and consistent applications. This, in turn allows the committee to make informed funding decisions in the timeliest manner possible. It is asked that, upon completion of your application, a thorough review of your request be conducted with the following points in mind.

- Projects deemed to be complimentary or enhancements of existing academic programs **should be vetted** through the Department Head or Associate Dean Academic before being submitted to the SIF Review Committee.
  
- **Clarity of funding request and budget**
  - Including as much detail as possible provides the committee with an accurate cost projection which translates to less administrative time seeking further information from the applicant. Additionally, it shows that thought and planning has gone into the request and reflects well on the application.
  - If a source of revenue is to be generated from the event (i.e. charging registration/attendance fees) the applicant must inform the committee of where this revenue is to be used.
  
- **Conducting due diligence**
  - Depending on the type of professional development that the applicant is requesting, different details may need to be provided (i.e. projected attendance for a seminar, venue capacity, food and/or catering required). The more information provided to the committee demonstrates the value of the requested event and better serves a successful application.
  
- **Grammatical correctness and format continuity**
  - Ensure that correct grammar, language, and document formatting is used throughout the entire application.