



UNIVERSITY
OF MANITOBA

Submission deadline: February 14, 2014

THE SUPPORT STAFF ENDOWMENT FUND AWARDS 2013

INFORMATION FOR APPLICANTS

The Support Staff Endowment Fund is a University trust established for the purpose of supporting activities and projects which promote excellence among members of the support staff of the University of Manitoba. Funds available for distribution constitute a portion of the interest income earned by the Endowment Fund. Projects and activities funded should in some way enhance the education, skills or working conditions of either individual support staff members or groups of support staff members, or wherever possible, all members of the support staff.

The Support Staff Endowment Fund Advisory Committee (SSEFAC) considers applications in two categories:

- INDIVIDUAL course or book awards and
- PROJECTS that would potentially benefit all support staff (e.g. Noon-Hour Seminar Series; Field Trips).

Support will not be available for services usually supplied free, for funding available from other sources, or for hospitality in the case of project awards. The unsupported portion of course fees will be eligible for funding. Information on other funding sources for course support is available from Learning and Development Services and from individual departments.

SSEFAC will rate applications according to the principles and objectives of the Endowment Fund using the information supplied in each application.

AWARDS

Individual Awards (maximum award of \$100.00 each)

Eligible requests: Awards may be used to purchase:

- 1] Books required for credit courses, work related non-credit courses, or work-related reference purposes;
- 2] Other work-related purchases considered by the SSEFAC and judged to be eligible on their merits; and
- 3] Partial course fees not otherwise covered.
- 4] Please provide proof of completion of course.

Priority will be given to applicants who have not received a recent individual award. Lifestyle or general interest courses or materials may be considered if funds permit.

The eligible period for support in the Individual Award category for this competition with a completion date between November 1, 2012 to October 31, 2013.

Project Awards (maximum award of \$350)

Projects supported are of potential benefit to a larger number of support staff either as a group of applicants or as a result of the project. Eligible costs include: advertising; audio/visual charges; travel; speakers' fees; printing services; and mailing charges. The eligible period for support in the Project Awards category for this competition is: November 1, 2012 – October 31, 2013.

IF YOU HAVE ANY OTHER QUESTIONS OR REQUIRE MORE INFORMATION PLEASE CONTACT:

Pat Goss at pat.goss@umanitoba.ca (204-474-8388) or download the form at:

umanitoba.ca/staff/endowment



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**THE SUPPORT STAFF ENDOWMENT FUND
AWARD APPLICATION FORM**

A] REQUIREMENTS

1. Prior to applying to SSEF for funding, please contact Learning and Development Services (LDS) Ph: 204-474-9124, Fax: 204-474-7537 to find out if funding is available through LDS. (Please see U of M Policy 807).
2. Prior to applying to SSEF for funding, please find out if funding is available through your department/faculty.
3. Have you received funding from the above sources? _____ Yes _____ No
4. If yes, how much have you applied for? _____
5. How much have you received? _____
6. If funding through the above sources has been declined, or only partial funding has been received, please forward your application for consideration to the SSEF by February 14, 2014.

B] PERSONAL INFORMATION

(for group projects please indicate all participants on a separate sheet of paper but include the contact person for the project below.)

1. _____ UofM Staff # _____
Name of Applicant(s)
2. _____
Department Work Address(es)
3. _____
E-mail Address Phone Number

C] INDIVIDUAL AWARDS (maximum award of \$100.00 - **with original receipt**). Original receipts will be returned upon request only.

_____ BOOK ___ COURSE FEE ___ OTHER (Specify)

1. Purchase:
Title(s) of book: _____ Cost: \$ _____
Title(s) of course: _____ Cost: \$ _____
Other: _____ Cost: \$ _____

2. Reason for Purchase:
 - Credit course
 - Work reference
 - Non-credit course
 - Non-credit personal development
 - Work related course

Explain how an award will be of benefit to you and to the University.

D] **PROJECT AWARD** (maximum award of \$350 - Final reports are required on all project awards)

1. Title of Project: _____

2. Project Description (Please provide information on all aspects of the project including the portion to be funded by a SSEF award. Outline should include: objective, plans, method and schedule.)

USE ADDITIONAL PAGES FOR THIS INFORMATION

3. Detailed budget for project (include funds from all sources applied for or received):

Signature of applicant: _____ Date: _____

Have you included your original receipt with this application, contact list if you are applying for a group project award, and signed this application form?

Please check:

- _____ Have you included your original receipts dated in the eligibility period?
_____ Have you signed the application form?

Where did you hear about the SSEF Awards?

- _____ SSEF website
_____ Hard Copy application received
_____ Other (please provide information) _____

Please note: Incomplete or late applications will not be considered. You must submit original receipts.

Send completed application by February 14, 2014 to:

Pat Goss
137 Education Building
Phone: 204-474-8388

The Support Staff Endowment Fund is made possible by donations.

The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act at the University of Manitoba

The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) both apply to the University of Manitoba. Should any of the University's policies conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

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