



HASKAYNE STUDENT EXPERIENCES FUND GROUP PROJECT APPLICATION

Application Checklist

Each group member read the full SEF Policy Document

Complete all written sections on this form (one form per group)

Attach a detailed budget

Attach any supporting documents

Each group member read the read the [Student Code of Conduct](#)

Obtain faculty/staff support signature

Print this form off, scan and upload to SEF section of D2L site Dropbox (Hello Haskayne Site -undergrad or Haskayne MBA Site - grad)

Activity Information:

Name of Activity:

Location of the experience for which you are requesting funds:

Start Date: End Date:

Month of Application:

Total Budget (All Costs)(\$):

Total Eligible Expenses (Page 9) (CAN \$):

Max Possible Funding [For Office Use Only](\$):

Contact Information:

Activity Lead Name (can be staff/faculty/student):

U of C ID:

Program of Study: Year of Study:

Email Address: Phone Number:

Mailing Address:

Background Information:

Has your group/club submitted a Student Experiences Fund Application in the past? Yes No

Were you successful in receiving funding? Yes No

Name of Activity: Date of Past Activity:

Have you completed all of your reporting requirements for previous activity? Yes No

*Please note that if any members of your group have not yet completed a final report from a previous HSEF application, your application will be deemed ineligible for funding.

Identification of Participants

Please list all students/staff/faculty involved

Name	Email	Phone	Degree Level/Faculty (student)	Year of Study

Faculty Support:

Please provide the name of a Haskayne School of Business Staff or Faculty member that is acting as an advisor or sponsor for this project, or a Staff or Faculty member that has knowledge of this project and may act as a reference for you. Please also provide them with a copy of the complete application for their record.

Name of staff/faculty:

Title/position:

Department:

Phone number:

E-mail:

Why do you support this application?

What is your role in the activity?

Signature: _____

Date: _____

Description of Activity:

Please provide an overview of the group activity for which you are applying for funds.
(Max 250 words)

What does your group want to accomplish by taking part in this activity? How will this activity enhance your personal and professional development? Please be specific. (Max 250 words)

Please select the top 3 skill development areas in which your group's awareness and skills will be strengthened or improved from your participation in this project or activity.

Research

Teamwork

Problem Solving

Critical Thinking

Communication

How does your group plan to develop the skill areas listed in the above section?

Skill #1

What activities will your group undertake to develop this skill:

How will this developed skill support your group's future goals:

Skill #2

What activities will your group undertake to develop this skill:

How will this developed skill support your group's future goals:

Skill #3

What activities will your group undertake to develop this skill:

How will this developed skill support your group's future goals:

How will this experience engage with individuals/groups outside Haskayne and/or the University of Calgary to create a valuable experiential/community service learning opportunity for your group? Please identify potential individuals and groups you will engage with. (Max 250 words)

How will this group experience positively impact the Haskayne School of Business, and/or the University of Calgary? Please identify potential give-back opportunities. (Max 250 words)

Funding Information:

Secured Donors: (Please list all the names of secured donors and the donation amounts)

Potential Donors: (Please list all the names of potential donors and the donation amounts, including those with whom you have requested funding.)

Personal Contributions: (How much does your group expect to cover)

Budget Information:

Provide a detailed budget clearly detailing your projected activity expenses. Please provide quotes and invoices where appropriate. If preferred, you may attach an Excel spreadsheet.

Please separate your budget into two portions. One area listing expenses that you are requesting funding to help cover, and a second section with other costs that cannot be covered by the Student Experiences Fund (based on the information available in the policy document). We ask you this to get a clear picture of the financial reality of the experience.

Include any relevant details such as advertising costs, supplies, travel, registration fees and accommodation. For relevant food and gas expenses, please refer to [University of Calgary's expense policies](#).

Line	Item	Description/Justification	Quantity	Total (\$)
Eligible Expenses				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Eligible Expenses:				<input type="text"/>
Other Expenses (including costs that are already free - ex. Accommodation with family)				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total:				<input type="text"/>

Supporting Documents:

Please list any supporting documents that you are attaching to your application to support your request.

SEF Applicant Policy:

(Each group member please read each statement and sign below)

I have read and understand the policy document for the Student Experiences Fund.

By signing this application to the Haskayne Student Experiences Fund, I certify that I am a full time student in good standing at the Haskayne School of Business and all information included in this application form and any attached documents is true and complete to the best of my knowledge.

I confirm that this application and the proposed use of SEF monies are in compliance with the policy document of the Student Experiences Fund. I shall not willingly or knowingly utilize any funding granted in such a way that contravenes funding requirements.

I agree to comply with the risk management and accountability requirements of the Student Experiences Fund.

I agree to adhere to the standards of professionalism, integrity and pride outlined in the Haskayne Student Code of Conduct. I accept the responsibility that comes with representing the Haskayne School of Business and the value of investment that donors are making towards our success.

I acknowledge that should I be successful in this funding application that I will provide a post-activity expense report (with receipts), activity report and photographs/testimonial within **ONE MONTH** of completing the activity. (Funding will only be given AFTER you have successfully attended the experience).

In the case of a project/activity cancellation beyond my control, I agree to work in good faith with the Student Experiences Fund to determine alternative events or allocation of funds.

[Student Code of Conduct available here](#)

Note: Reports and photos provided may be used in university reporting and promotional materials.

Signature of Applicant Date

Signature of Applicant Date

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Application Instructions:

- 1. Complete this digital form.**
- 2. Print it off, scan it, and then upload it to the appropriate application Dropbox in the SEF section of the Hello Haskayne (undergrad students) or Haskayne MBA Student (grad students) D2L Site.**

If you have any questions, please contact:

sef@ucalgary.ca