

Strategic Initiatives Fund Application

The Strategic Initiatives Fund, recently established by the Office of the Vice-President, Students, supports projects and initiatives that advance the Student Strategic Plan (SSP). The [Student Strategic Plan \(2021 to 2026\)](#), represents our shared purpose, priorities, and commitments in fostering an exceptional and accessible student experience for all student. Members of the Vice President Students (VPS) and the Associate Vice President Students (AVPS) portfolios are encouraged to apply for these funds to advance the commitments, strategies, and actions of the SSP.

APPLICATION

Applications must be made by a current UBC VPS/AVPS employee. It is the applicant's responsibility to ensure that the application is received in full. It is recommended that applicants consult with units across the portfolio and campus partners to support cross-collaboration in the development of an application. Cross-campus collaborations and partnership with student groups, clubs, AMS, GSS, SUO etc., are also encouraged.

Applications are to be submitted by email and should be received on or before the call for proposal deadline.

CRITERIA

Units or individuals within the Vice President Students (VPS) and the Associate Vice President Students Portfolios (AVPS) are encouraged to apply for funds to promote initiatives or projects aimed towards advancing the commitments, strategies, and actions of the SSP.

The fund is administered by the Strategic Initiative Fund Advisory Committee which is comprised of VPS and AVPS staff. The Strategic Initiative Fund Advisory Committee may allocate up to \$25,000 per project. It is recommended that applicants consult with units across the portfolio to support cross-collaboration in the development of an application.

Applicants that are awarded funding are required to provide a status report and financial statement twice – halfway through the project implementation, and after the project/initiative has been completed. The reporting schedule will be outlined in the funding letter.

CONTACT

Strategic Initiative Fund Advisory Group
Office of the Vice President, Students
6328 Memorial Road
Vancouver, BC V6T 1Z2
Email: ypsassist@mail.ubc.ca

Applicant Information

Primary Applicant

Full Name	
Title (if applicable)	
Unit	
Email address	

Co-applicant(s)

Name(s)	
Unit(s)	
Email address(es)	

1 High-level Proposal Summary

1.1 Title

Please provide a very brief title for your proposed initiative.

Title	
-------	--

1.2 Intended Outcome

In one or two sentences, what outcome (value, benefits) will this initiative deliver?

Intended Outcome	
------------------	--

1.3 Amount Requested

Please indicate the amount of funding requested from the Strategic Initiatives Fund. Please note the Committee may allocate up to \$25,000.

Amount	\$
--------	----

2 Proposal Details (2 Page Limit)

Please limit this section to two pages or fewer (including the existing titles and section descriptions).

2.1 Project Scope and Deliverables

Describe the specific initiative, scope, and the deliverable(s) that will be produced. Explain how the work and deliverables will lead to the intended outcome described in section 1.2. Please indicate how this proposal aligns with the [Student Strategic Plan](#) commitments, strategies, and/or actions.

Scope & Deliverables/Outcomes	
Alignment with the Student Strategic Plan	

2.2 Duration

Indicate the estimated duration of the initiative, noting key milestones. Proposal funding decisions are typically announced 6-8 weeks after the proposal deadline.

Estimated start date	
Estimated milestones	
Estimated completion date	

2.3 Benefits

Indicate how the initiative will benefit UBC Students the University Community.

Benefit and impact of the proposal on UBC Students and the University Community.	
---	--

3.2 General Information Unit Responsibility and Human Resources

3.2.1 Indicate and identify the members or department that will be part of this initiative. Note the number of students, faculty, and staff who will directly benefit from this initiative, which unit will be responsible for the initiative and any subsequent operational considerations. Indicate who will be responsible for ensuring successful delivery and contributing to the initiative.

Proposal Team Roles	
Number of students, faculty, and staff who will directly benefit.	

3.2.2 Describe how you intend to make capacity to implement or advance this initiative. (e.g., is there current capacity, what work will be re-prioritized or de-prioritized or stopped?)

Capacity to Implement the proposed initiative	
--	--

3.3 Payment Details Required

The transfer of funds will be to VPS/AVPS unit account. Please provide the following information:

Unit to receive funds	
Department Finance Contact Name, Title, Email	

4 Supporting Documentation

4.1 Signatures

Signatures must be completed by Primary applicant, Co-Applicant(s), and unit Managing Director/Associate Vice-President/Executive Director/Director acknowledging support for the initiative.

- I/we agree to return any surplus funds not used for the purposes stated in the application.
- I/we agree to abide to the terms and conditions as stated in this application. The information submitted is true and correct to the best of my/our knowledge. *Attach a separate page for additional signature lines if needed.*

Full Name	
Title	
Signature	
Date	

Full Name	
Title	
Signature	
Date	

Full Name	
Title	
Signature	
Date	

Full Name	
Title	
Signature	
Date	

Full Name	
Title	
Signature	
Date	