

Campus Improvement Fund Procedure
Quality Money Committee

Approved: August 29th, 2017 (SLC Resolution 75.23)



Evaluation Criteria

The Quality Money Committee will evaluate projects based on the following.

1. The project will benefit a majority of the undergraduate students of a single faculty.
2. The project has the full support of the relevant Dean, administration, and students, as well as all elected SU representatives of the faculty.
3. The impact of the project can be seen or felt within a short time frame (i.e. less than one year).
4. Financial feasibility:
 - a. The project is proposed to be initiated with the assistance of the Campus Improvement Fund, but is planned to run as a long-term or permanent program at the U of C. The project application illustrates a means of reaching financial independence and stability after the CIF funding is exhausted.
 - b. The proposal is for a short-term project that could be completed if funding was provided by the Campus Improvement Fund. The applicant does not foresee the need for additional financial assistance.
5. The project clearly aligns with at least one sub-category of the Quality Money Funding Pillars (see below).
6. The project application demonstrates support from the appropriate university unit.
7. The project is presented by an elected SU representative of the faculty.

Project Evaluation Timeline

The Quality Money Committee¹ will meet during the Fall and Winter Semesters to review all projects received before the posted deadline. The cycle of Campus Improvement Fund project evaluation is:

1. CIF project applications will be accepted by the Students' Union between September 15 and February 15.
2. All CIF projects should be discussed with the General Manager or designate prior to submission.

¹ [Link to ToR goes here]

3. The Quality Money Committee will meet as required between December and March to evaluate and deliberate on project applications based on the Evaluation Criteria (above).
4. The Quality Money Committee will approve selected projects and provide regular summary reports to SLC.
5. Project Holders (applicants) are contacted by the General Manager or designate on the status of their application once the Quality Money Committee has reviewed their application.
6. Conditional Funding Agreements are signed by Project Holders and funds are dispersed upon receipt of completed agreements. Projects commence once funds are received by Project Holders.
7. Interim reports are due to the Students' Union by March 30 of a given year until a project is completed. Final reports are due to the Students' Union 30 days after the completion of a project.

Funding Pillars

The Students' Union (SU) and the University of Calgary (U of C) value the input of students and strive to make campus a vibrant, inspiring, and comfortable place to learn, grow, and succeed. The Quality Money and CIF programs began in 2003 and continue to be unique in Canada. The U of C Board of Governors provides this annual tuition relief funding to be redistributed to student-directed projects. These projects enhance the quality of student experience in ways that advance the university's strategic vision and Academic and Research Plans. As these funds come directly from students' tuition, students (via the SU Quality Money Committee) are directly empowered to allocate these funds to campus enhancement projects proposed by members of the campus community.

The SU Quality Money Committee evaluates Quality Money and CIF project applications according to three Funding Pillars. These pillars are derived from the SU's mission, vision, and values, as well as the U of C's 2017-2022 Eyes High strategy. The pillars outline key principles that enhance the overall student experience on campus and help focus the goals and outcomes of a project. When evaluating a project application, the Quality Money Committee will discuss how clearly the outcomes align with at least one of the pillars.

Funding Pillar #1: Quality of Education

The Quality of Education Funding Pillar focuses on projects that directly enhance University of Calgary students' academic experience.

Research and Exploration

The CIF program values projects that create undergraduate research opportunities and/or encourage students to explore research options in their field of interest. Strong projects may encourage the exchange of knowledge across disciplines and/or shape, address, or advance relevant social, cultural, or technological challenges.

Collaboration and Communication

The CIF program supports projects that develop partnerships or initiate collaboration and focus on reaching a common academic goal. Bridges can be built between students, teams, or departments and faculties, allowing students to shape their learning journey.

Academic Excellence

The CIF program values initiatives that enhance students' knowledge base, their critical thinking skills, and/or their ability to learn in the classroom through innovative programming, engaging experiences, and teaching and learning supports.

Funding Pillar #2: Quality of Student Life

The Quality of Student Life Funding Pillar focuses on projects that enhance students' wellbeing, provide extracurricular/co-curricular opportunities, develop innovative environments or experiences, and/or build a sense of community, culture, and pride on campus.

Support

The CIF program acknowledges that education is affected by numerous factors outside the classroom. The program believes in the importance of initiatives and services that support the diverse needs of current and future students, especially those that support students' health, wellness, and safety.

Balance

The CIF program complements students' research, learning, and work environment by encouraging the development of social, cultural, sport, and recreational spaces, services, and programs. These initiatives promote a united faculty community and encourage students to spend time on campus.

Leadership

The CIF program supports activities or programs that develop leadership skills and empower students to become leaders on campus, in our city and around the world. The program values initiatives that ensure that the student voice is respected and has an immediate, far-reaching, and long-lasting impact.

Funding Pillar #3: Affordability and Accessibility

The Affordability and Accessibility Funding Pillar focuses on projects that create inclusive social and/or physical environments on campus.

Affordable

The CIF program values projects that create a vibrant, accessible, and inclusive faculty community by maintaining low costs for student programs.

Accessible

The CIF program believes every student should have the opportunity to participate in an activity or program on campus and be fully aware of services available, regardless of the student's background.

Environment and Design

The CIF program supports projects that align with the needs of current and future students by making our physical environments more efficient and inclusive. The program encourages initiatives that focus on the sustainable, effective, and long-term use of both indoor and outdoor spaces on campus.

Exclusions

The Quality Money Committee will not consider CIF projects:

- That do not align with at least one Funding Pillar, and therefore do not advance the university's strategic, academic, and research goals;
- That aim to create a profit or hold a fundraising campaign;
- That earmark more than half of the project budget for staff compensation (e.g. wages, honoraria, gifts, etc.) without clear justification;
- That request retroactive funding for previously incurred costs;
- That duplicate, partially or fully, another project, program, or service currently being offered at the University of Calgary;
- That assume partnership requests, or otherwise do not budget for any applicable costs related to space booking;
- That do not have the united support of a given faculty's Dean, administration, students;
- That do not have the approval of all relevant Faculty Representative(s);
- That aim to benefit a private group, Registered Student Organization, or Varsity Team;
- That aim to provide purchases/subsidies of tickets for special events, conferences, or travel; or
- That do not have a direct positive impact on the faculty, school, or program referenced in the application.