



Undergraduate Activities Fund (UAF)

Your application **MUST** be in the format given below and included as an attachment, in a Word document only and formatted for an 8-1/2 x 11 page size. The application summary should be no more than five pages in length (excluding this cover page). If needed, applicants may include their budget as an Appendix (limited to two pages). Submit your application to eoas-ugradcouncil@lists.ubc.ca.

Guidelines for UAF Application Review (as outlined in the current UAF Structure and Guidelines)	Points
Quality and rationale of argument	5
Articulation of student/team/group’s role in the department, including purpose, history, achievements to date, short and long term goals.	5
Impact of project on student learning (how many students are involved directly and indirectly and how engaged are students in learning?)	5
Influence of project on EOAS department’s reputation on a local, national, or international level.	5
Quality of application form (including adherence to application format, spelling, grammar)	5
Thoroughness, clarity and transparency of budget (have other funds been solicited and/or secured?) <i>* Note: If budget is missing, OR the amount applied for violates Section V.2.7 in the guidelines, application will not be considered for funding.</i>	5

Based on calculated average, the following formula will be used to calculate student project funding amount. Please note: The EOAS Undergraduate Finance Committee reserves the right to increase or decrease this amount based on the Department’s funding allotment.

Points	% of funding awarded
30	100
29	95
28	90
27	85
26	80
25	75
24	70
23	65
22	60
21	55
less than 20	0

Students should use the UAF website, <https://www.eoas.ubc.ca/academics/ugrad/organizations> to check eligibility and application regulations.

Have questions or need clarification? Contact the Undergraduate Club Council: eoas-ugradcouncil@lists.ubc.ca, after reviewing the UAF website.

Title and type of request (project, travel, conference, event)

Principal Applicant (club or one individual):
Pay to (club or one individual):
Contact Person (if club is the principal applicant):
Department-Specialization-Year (EOAS-GEOL-4):
Contact Email:
Contact Phone:
Club/Group Email (if applicable):
All correspondence regarding this application will be addressed to the Principal Applicant.

List of Students Eligible for Funding

Table with 4 columns: Name, Department/Specialization, Year, Email

Does the principal applicant or co-applicant have any conflict of interest with the EOAS Undergraduate Finance Committee? Y/N
If yes, please provide brief explanation of the conflict:

Previously funded projects via UAF:
Did you or your group collect awarded funds? Y/N
If yes, please provide a one-paragraph summary detailing how you or your group used the most recent funding:

Budget requested from _____ UAF: \$
Total amount expected from other sources: \$

Summary:

Provide a rationale to support your project request in 150 words or less.

Student/Club/Group's role in the Department:

Provide a clear, concise statement of the student/club/group's role in the department including purpose, history, achievements to date, short and long term goals.

Impact on student learning: (Answer may vary depending on project)

- **What are the expected outcomes? Explain how this project will contribute to the development of students' professional skills.**
- **What are the direct, short-term benefits? What are the long-term benefits?**
- **How many students are involved?**

PROJECT TITLE: _____

PAY TO (CLUB NAME OR INDIVIDUAL): _____

PLEASE LIMIT APPLICATION TO FIVE PAGES
 The PAF committee will not consider any additional material except what has been outlined in this application.

FOR USE BY UAF REVIEWERS ONLY:

SPEEDCHART: LEJJ UAF APPLICATION FOR FUNDING: 2017W-18

PROJECT REFERENCE: 17W-_____ OVERALL SCORE: _____

RECOMMENDED FUNDING: Yes No AMOUNT: _____

COMMENTS: _____

SIGNED BY:

(2 signatures required)

Modified from the Professional Activities Fund Application (with permission)

www.paf.engineering.ubc.ca

APPROVED BY: _____
 Renée Haggart, Director of Resources and Operations

DATE: _____
 (YYYY/MM/DD)