



## 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-UGRADFINANCE@LISTS.UBC.CA](mailto:EOAS-UGRADFINANCE@LISTS.UBC.CA).

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

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.

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

**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  
Finance Committee at:  
[ugradfinance@eoas.ubc.ca](mailto:ugradfinance@eoas.ubc.ca), after  
reviewing the UAF website.**

**Do not include this cover page with your application**

Modified from the Applied Sciences Professional Activities Fund application (with permission)  
[www.paf.engineering.ubc.ca](http://www.paf.engineering.ubc.ca)

**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**

<b>Name</b>	<b>Department/Specialization</b>	<b>Year</b>	<b>Email</b>

**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?**

### List of Students Benefiting From the Project

*Please identify travel/conference/event beneficiaries who have not already been listed as “List of Students Eligible for Reimbursement”. If unknown, identify approximate number of students served both directly and indirectly. If needed, applicants may include this list within the Appendix.*

Name/Group/Club	Department/Specialization	Year(s)	Directly	Indirectly

**Influence of the project on department’s reputation on a local, national or international level:**

**Thoroughness, Clarity, and Transparency of Budget:**

Create one budget using the table below (add more rows if needed).

*If needed, applicants may include their budget as an Appendix (limited to two pages).*

Indicate funds requested from UAF and any funding from other sources, received (R) or applied for (A). *Students are highly encouraged to seek alternate sources of funding to support their proposal.*

Sources of Income	Amount	Funds: Received (R), or Applied for (A)
<b>TOTAL Income</b>		
Expenses	Amount	Justification
<b>TOTAL Expenses</b>		

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](http://www.paf.engineering.ubc.ca)

APPROVED BY: \_\_\_\_\_

Renée Haggart, Director of Resources and Operations

DATE: \_\_\_\_\_

(YYYY/MM/DD)