University of Alberta
Campus Recreation Enhancement Fund

Application Procedures for 2018-2019 Funding

What is the Campus Recreation Enhancement Fund?

The Campus Recreation Enhancement Fund (CREF) was created to help ensure that the high quality of campus recreation services programs, equipment, and facilities remain diverse, convenient, accessible, equitable, and affordable to all University of Alberta Students’ Union members.

Recreation for all students on campus is an integral part of a positive University of Alberta experience. Those organizations and departments that apply for funding from the Campus Recreation Enhancement Fund must show that their request will have a positive impact on student life at the University of Alberta. The request must facilitate a healthy and active lifestyle for the University of Alberta students.

Application Procedures

Applicants must be in good standing and be working in cooperation with Campus & Community Recreation to ensure that programs, equipment and facilities are accessible to any University of Alberta student, in order to be eligible to apply for funding. The following steps are necessary to complete the application process:

1. Complete all parts and questions on the attached application form and provide all required supporting documentation. Applications must be submitted in hard copy. Electronic and/or incomplete applications will not be considered.

2. Any funds remaining from the 2016-2017 funding year must be requested, in writing, to be rolled-over to 2018-2019. Roll-overs may only occur once after a period of two years after initial allocation. Roll-over requests must be submitted to the CREF Committee chair by Friday; February 16th, 2018 @ 4:00 PM. Roll-over approval is subject to the discretion of the CREF Committee. Attach your roll-over request letter to your 2018-2019 CREF application.

3. Any re-allocation of 2016-2017 or 2017-2018 funding must be requested in writing through the CREF Committee chair by Friday; February 9, 2018 @ 4:00 pm. Requested re-allocations may not include any item(s) denied during the initial application period or item(s) ineligible from CREF. Re-allocation may only be requested twice during the funding’s lifespan. Re-allocation approval is subject to the discretion of the CREF Committee Chair. Submit your re-allocation request letter, with an itemized description of your request, by the due date to racchair@ualberta.ca.

4. Submit your application by Friday; February 16th, 2018 @ 4:00 PM in person to:
   Attn: Grachella G. Garcia
   Campus and Community Recreation Office
   2-670 Van Vliet Complex
   Please place all documents in a 9” x 12” envelope (minimum size). Have a receptionist initial and date stamp the envelope.

5. Make a presentation to the CREF Committee on one of the dates listed below. The presentation will be the organization’s opportunity to justify the application and clarify details. The organization’s representative will be allotted five (5) minutes to highlight the request. The CREF Committee will then conduct a five (5) minute question and answer period. Applicants will be contacted after the application deadline to schedule a presentation date and time. Please ensure we are able to reach you at the contact information provided.
   2018 Presentation Dates:
   Monday, February 26 from 4:00 pm – 9:00 pm, Wednesday, February 28 from 3:00 pm – 9:00 pm, Thursday from 3:00 pm – 7:00 pm. These times are subject to change due to committee availability. Location: 2-676 Van Vliet Complex
   Scheduled times will be assigned to each applicant. You must present at your scheduled time. Presentations will not be rescheduled. Missed presentations will result in removal of application.

6. NOTE: CREF will not allocate funding for the following: awards, multi-year requests, requests that exceed 25% of available CREF funds, supplementing UofA Staff wages, transportation, travel and volunteer appreciation.

Notification of Allocation of Funds

Upon completion of all applicant presentations, the CREF committee will meet to determine allocations for the 2018-2019 funding year. Organizations will be notified via email of the outcome of their application by April 14th, 2018. Funds will be available for distribution in February, 2019.

Please retain this page for your information
1. Name of Organization and CREF Requested Amount *(please print clearly)*
   - Organization Name: ____________________________
   - Total amount requested from CREF for the 2018-2019 funding year: $____________________
   - Organization Representative: ____________________________
   - Title of Organization Representative: ____________________________
   - Phone (Home & Cell): ____________________________
   - Email: ____________________________

2. Organization Information
   - Within your Organization’s membership and/or participants:
     - Number of U of A Undergraduate Students: ________
     - Number of U of A Graduate Students: ________
     - Number of Staff Members: ________
     - Number of General Public: ________
   - Is your organization registered with the Students’ Union Groups Office?  Yes: ________  No: ________
   *Organizations must be in good standing with their Department and/or supervisory organization in order to receive CREF funding.

3. Has this Organization applied for CREF funds in the past?  
   - Yes: ________  No: ________  If yes, please indicate the most recent year: ________

4. Will the funds be used for the purpose of ensuring that programs, equipment, and facilities offered by the University of Alberta’s Campus & Community Recreation remain of high quality, diverse, convenient, accessible, and affordable to undergraduate students?  
   - Yes: ________  No: ________

5. Will the funds be used for any of the following?  (Check all that apply).
   - ___Funding projects that are receiving other Students’ Union funding;  ___Awards;  ___Transportation;  ___Supplementing University of Alberta staff wages;  ___Volunteer appreciation.

*Please identify and answer the following questions to the best of your ability (3 pages maximum):*

A. Why has the CREF funding source been identified as a resource for your project/items?  

B. Identify and itemize specifically the project or items requesting funding for the 2018-2019 funding year in a simple Excel spreadsheet. Please provide detailed steps of how the enhancement funding will be integrated into your Organization. Be sure to include the total amount requested.

C. Please provide in detail a specific budget with all revenue and expenses that apply to your area or organization. The budget must include specifically your CREF requests as a line item. The following items should be included:
   - Revenue: a clear breakdown of revenue sources including Athletic and Recreation fee revenue, granting, Students’ Union granting, fundraising, sales revenues, and any other sources of revenue
   - Expenses: equipment, facility rental, travel, promotions, and other identified expenses
   - NOTE: CREF may ask that you provide your organization’s latest financial statement.

D. What makes this request an “enhancement” to your Organization? Please describe the impact the CREF contribution to your organization will have on students, student life, recreational opportunities, facilities, services, and any other programs currently being offered.

E. CREF requires that all organizations be accountable for their CREF expenses. How will you and your organization employ this? CREF will require an annual summary of CREF expenditures.

F. How will you provide reciprocation and recognition to the undergraduate students of the University of Alberta who finance CREF? Please include a proof of recognition of CREF in your annual summary.

G. If CREF is unable to cover the entirety of your request, what is your organization’s plan to fund the project/items?

*Please be reminded that late or incomplete applications will not be considered*