University of Alberta
Campus Recreation Enhancement Fund

Application Procedures for 2019-2020 Funding

What is the Campus Recreation Enhancement Fund?

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

Recreation for all on campus is an integral part of a positive University of Alberta experience. 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 (quotes, budgets, etc.) Applications must be submitted electronically. Incomplete applications will not be considered.
2. Any funds remaining from the 2017-2018 funding year must be requested, in writing, to be rolled-over to 2019-2020. Roll-overs may only occur once after a period of two years following initial allocation. Roll-over requests must be submitted to the CREF Committee chair by February 20\textsuperscript{th}, 2019 @ 11:59 PM. Roll-over approval is subject to the discretion of the CREF Committee. Please attach your roll-over request letter to your 2019-2020 CREF application
3. Any re-allocation of 2017-2018 or 2018-2019 funding must be requested in writing through the CREF Committee chair by February 20\textsuperscript{th}, 2019 @ 11:59 @ 11:59 pm. Requested re-allocations may not include any item(s) denied during the initial application period or item(s) ineligible from CREF. Re-allocated 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 February 20\textsuperscript{th}, 2019 @ 11:59 PM electronically to: racchair@ualberta.ca
   Please make sure to attach all required information. NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED
5. Make a presentation to the CREF Committee. The presentation will be the organization’s opportunity to justify the application and clarify details. The organizations’ 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.
   2019 Presentation Dates: February 25 – March 15, 2019 (10 am – 8 pm)
   Scheduled times will be assigned to each applicant. You must be present at your scheduled time: Failure to attend your presentation time will disqualify your CREF 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 2019-2020 funding year. Organizations will be notified via email of the outcome of their application by April 26\textsuperscript{th}, 2019. Funds will be available for distribution in January 2020.

Please retain this page for your information
University of Alberta

CAMPUS RECREATION ENHANCEMENT FUND (CREF)
2019-2020 APPLICATION FORM

Deadline for Application: February 20th, 2019 @ 11:59 PM via email to: racchair@ualberta.ca

1. Name of Organization and CREF Requested Amount *(please print clearly)*
   Organization Name:

   Total amount requested from CREF for the 2019-2020 funding year:

   Organization Representative:

   Title of Organization Representative:

   Phone (Mobile):

   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 Faculty & 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 University of Alberta’s campus recreation services, programs, equipment, and facilities 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 Student’s Union funding, Club Sports Fund, Other Sources (please identify: ________________________________): Yes: No:
   - Awards: Yes: No:
   - Transportation: Yes: No:
   - Supplementing University of Alberta staff wages: Yes: No:
   - Volunteer appreciation: Yes: No:
Please identify and answer the following questions to the best of your ability (3 pages maximum):

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

B. Identify and itemize specifically the project or items requesting funding for the 2019-2020 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.
   - Attached quotes as an appendix
   - If the project that is requesting funding involves facility/space enhancement – a consultation with the facility/space supervisor is required.

C. Please provide in detail a specific budget with all revenue and expenses that apply to your 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, grants, Students’ Union grants, fundraising, sales revenues, and any other sources of revenue
   - Expenses: equipment, facility rental, travel, promotions, and other identified expenses

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?

F. How will you provide reciprocation and recognition to the undergraduate students of the University of Alberta who finance CREF?

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

H. Your organization will be required to write a yearend report highlighting how you have spent your CREF Funds.

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