



# Engineering Endowment Fund

## Applicant Guidelines

### Requirements

- Requests must benefit Engineering students at the University of Ottawa
- The exact nature of this benefit has not been predefined
- The allocation committee welcomes novel and innovative project ideas
- Ideas must fit within University policy
- The maximum amount that can be requested is \$9 000.00
- The EEF cannot pay for food or drink

### Proposal and Application Form

Are both due before 5 pm on the indicated day, by email to [engineering.funding@uOttawa.ca](mailto:engineering.funding@uOttawa.ca) and [eefchair@gmail.com](mailto:eefchair@gmail.com).

No more than 5 one-sided standard letter size pages. (Appendices do not count)

Proposals must be in a professional-looking format

Must include

1. Description of the organization affiliated with the project (if applicable)
2. Detailed description of the project
  - a. What it is – design projects must submit a plan in the appendix
  - b. What will be done
  - c. Timeline for execution
3. Explanation of how this project meets the Requirements listed above
4. Outline of how the project will be promoted/marketed to both the student body and the community.
5. Funding details required
  - a. Budget – detailed breakdown of how the requested funding will be spent. Budgets detailing more than one purchase must be in table format
  - b. Quotations for specific products or services in the breakdown (may be listed in the appendix)
  - c. Any other avenues of funding that have been or will be explored

### Presentations

- Will last no more than 5 minutes
- Groups that choose not to do the presentation may be turned down for funding at the discretion of either the Advisory Board or Executive Committee

- Please email [eefchair@gmail.com](mailto:eefchair@gmail.com) if a projector is required, groups seeking funding are responsible for any other audio-visual needs

### **Reimbursement Requests**

- Should be submitted to the EEF box in the Faculty of Engineering during working hours. It is important to email [eefchair@gmail.com](mailto:eefchair@gmail.com) that the reimbursement is there.
- Reimbursement requests should be in business letter format. The letter should detail the following:
  - Name and student number of the person(s) receiving reimbursement
  - Name of project and of Organization (if applicable)
  - What funds were allotted and how the receipt(s) meet any requirements
  - Indicate if the check will be picked up or provide an address to send the check to
- Existing funding expires and is returned to the EEF capital once the funding allotments for the new term are announced.

### **Allotment of Funds**

Funding will be awarded as fairly as possible, and an attempt will be made to give where it will do the most good. The EEF is also the avenue for seeking funding from the Faculty of Engineering. However, there is only so much money to go around. Teams are strongly encouraged to seek additional funding through out-of-faculty channels.