



LEADERSHIP INITIATIVE FUND



2023-2024 Funding Information Guide

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INTRODUCTION



The Leadership Initiative Fund (LIF) is a new program for 2023 that provides funding for students who wish to run an initiative or event on campus.

The LIF is administered by the Department of Student Life and Equity, Humber College.

The LIF program recognizes the importance of student involvement and engagement in the creation of a vibrant campus community. This funding aims to support students whose initiatives or events will contribute to our institutional and community values.

All funded projects must support the creation of a [**Healthy and Inclusive Community**](#) and submissions must fall under one of the three pillars:

1. Health and Wellbeing
2. Equity, Diversity, and Inclusion
3. Sustainability

Decisions for the awarding of funds are made by the LIF committee, which is made up of staff from the Department of Student Life and Equity, as well as IGNITE.

APPLICATION INFORMATION



Please review all eligibility requirements before submitting your LIF application. Applications will be reviewed by the LIF committee and funding decisions will be based on the detailed plan of the initiative, appropriate budget planning, and the anticipated contribution to the Humber community.

Eligibility

To be eligible for LIF funding, all students on the application must be active and enrolled students in any Humber College or University of Guelph-Humber program.

*Please note, events or initiatives that are a required component of credit courses are not eligible to receive funding under this program.

In addition, your initiative must:

1. Contribute to a Healthy and Inclusive Community through one of the following:

- Health and Wellbeing
- Equity, Diversity and Inclusion
- Sustainability

2. Have a staff or faculty Initiative Supervisor: Your supervisor must be an employee of Humber College who is willing and able to fulfill the responsibilities of the role, including overseeing approved initiatives and budget supervision and purchasing. An Initiative Supervisor must be secured prior to submitting your application.

3. Have a completed, detailed budget proposal using the provided LIF budget template.

4. Occur within the 2023-2024 Academic Year (This year we will be starting October 2023 to August 2024).

Follow all applicable College policies and procedures, such as the [Codes of Student Community Standards](#), and all [Health and Safety guidelines](#).

When To Apply

The LIF applications for the 2023- 2024 Academic Year will be open from September 2023 until April 30th, 2024. During this time, applications will be accepted on a rolling basis and reviewed by the committee bi-monthly.

Application Checklist

Please ensure all the below items are completed thoroughly and submitted to complete your application:

- Detailed LIF application form
- Detailed budget proposal
- Student Event Risk Assessment form
- Staff/Faculty LIF Initiative Supervisor Form

Finding a LIF Initiative Supervisor

After you have developed your initiative or event idea, it is time to find a Staff/Faculty Initiative Supervisor. This person must be willing and able to fulfill the requirements of the role, including overseeing your application, providing support before, during and after your initiative, and facilitating purchasing/payments for your project.

Some tips for finding a Staff/Faculty Supervisor

- Start with Staff or Faculty you already know and ask them if they meet the requirements for the LIF supervisor role and if they would be willing to take on the role. You will want to share information about your initiative idea, as well as information about the LIF and the LIF project supervisor requirements.

****Please note that the LIF is a new project at Humber, and Staff/Faculty may still be learning about the LIF and what it is. Please be prepared to share this information with potential LIF supervisors.***

- Contact your program coordinator and ask if they know of any faculty or staff who might be willing to serve as your LIF supervisor.
- The Department of Student Success and Engagement (SSE) is a good source to find a staff member who could qualify as a LIF supervisor. You can request more information regarding potential SSE staff LIF supervisors by emailing lead@humber.ca

RECEIVING LIF FUNDS



You will be contacted after your application is reviewed by the LIF Committee. Successful applications will be given an outline of the approved funding being provided for your initiative.

Please note, the LIF operate on a reimbursement process. Purchasing will need to be facilitated by your LIF project supervisor and all receipts/invoices will be processed by them for reimbursement. All financial documents must be filled out by your Staff/Faculty Initiative Supervisor.

You will be required to keep copies of all purchasing documents and/or receipts in order to track budget spending and reimbursement.

FINAL REPORT

Upon completion of the project, you must submit a final report to the LIF committee. A template will be provided to successful LIF applicants. The final report must include:

- A description of the initiative, goals achieved, challenges faced, learning that occurred.
- Impact information, e.g. the number of students who attended or participated in the project.
- Copies of marketing materials
- Photos of the event/project (where applicable)
- The final budget report
- Signatures of the LIF applicants and LIF project supervisor

INFORMATION FOR STAFF/FACULTY LIF INITIATIVE SUPERVISORS



LIF Initiative Supervisors must be Humber College employees. To fulfill this role, the employee must be willing and available to provide guidance and support to the student LIF applicant(s) throughout the application process, as well as during their project, should it be approved to receive funding.

Below are guidelines for the responsibilities that all LIF Initiative Supervisors are required to fulfill:

1. General

- Providing general advice and guidance to the students regarding their initiative.
- Ensuring the students follow all Humber policies and procedures, including the [Codes of Student Community Standards](#), and all [Health and Safety guidelines](#).
- Signing the final report and final budget for the approved initiative.

2. Deadlines

- Ensuring the initiative members submit their final report and final budget no later than 30 days of the initiative completion date.

3. Financial

- Ensuring that the LIF funds are spent on the budget line items that have been approved by the LIF Committee.
- Ensuring that prohibited purchases are not made for items like alcohol, or any other item outside of the scope of the approved funded initiative.
- Facilitating the purchasing and payment for all approved budget line items for the initiative.
- Completing all financial reimbursement requests, detailed below.

Financial Reimbursements

LIF funding is provided on a reimbursement basis. Initiative Supervisors are responsible for facilitating the purchasing and payment for all budget items of the approved initiative. Once the initiative is complete, the Initiative Supervisor must submit all receipts for reimbursement along with a Journal Voucher form, specifying the FOAP where funds should be transferred. *It is recommended that purchases are made using a departmental purchasing card (Mastercard Pcard), and the expenses processed using ChromeRiver under regular departmental FOAPS, then submitted for reimbursement via Journal Voucher.

Documents needed for reimbursement:

- Proof of Payment
- Itemized receipt or invoice listing exact items purchased/services rendered
- Journal Voucher form

CONTACT INFORMATION

Thank you for your interest in the Leadership Initiative Fund. We look forward to receiving your application!

For inquiries, please email:

lead@humber.ca