

# **STUDENT PROJECT FUND GUIDELINES TO ACCESS SAC FUNDS**

Each year the Student Activity Committee (SAC) allocates student funds to help students develop activities and projects that promote initiatives related to, but not limited to, sustainability, the environment or the arts.

## **Guidelines:**

### **Funds are made available to:**

1. Promote student learning outside of the classroom to promote student initiatives
2. Promote what has been learned in the classroom and apply this knowledge outside of the classroom
3. Help engage students who wish to implement student projects without compensation or academic credit
4. Full-time registered students or student groups and clubs

### **Application must include the following:**

1. Name of the project
2. Purpose of the project
3. Objective and goals of the project and expected outcomes
4. A general description of what activities will occur
5. The anticipated time frame for the project, including the start and anticipated end-date
6. What the student can expect to learn from developing and implementing the project
7. The primary contact person accountable for the project and a list of group members who will be involved (including staff or faculty)
8. The measurements that will be used to gauge success
9. A detailed budget and the amount requested from the fund

### **Evaluation Committee:**

All proposals will be evaluated for their merit by the members of SAC (SAC may request the participation of pertinent resource people from the John Abbott College/JAC community to assist them in the clarification & evaluation of the project proposals)

### **Applications will be prioritized by the following:**

1. Projects that engage the student population in the related area
2. Projects that may benefit the JAC community
3. Projects that may benefit the local West Island community
4. Projects that may benefit Third World countries

### **Report:**

The primary contact person must provide SAC with a summary report on the use of the funds.

The report must include a financial report and must answer the following three points:

1. What I/we learned most from implementing the project?
2. What were the biggest challenge/s that I/we faced?
3. What impact did the project have on the JAC community or the community at large?

Clubs: September 2016