

Guidelines for Funding Requests

“MEF is to always act in the best interest of undergraduate mathematics education and to make recommendations only with respect to expenditure of Income in a fair and equitable manner keeping in mind the needs of undergraduate mathematics education at the University of Waterloo.

MEF shall recommend the use of the Funds for such mathematics projects needs as teaching resources, laboratory equipment and student projects of an educational nature and such other purposes as MEF shall consider appropriate.”[†]

The following is a list of priorities for Funding Grants. MEF is not restricted to funding projects on this list. However, the vast majority of Funds allocated should be towards these types of projects.

- Improved learning facilities
- Improved Teaching Assistants
- Improved Computing Services
- Other Lab Equipment
- Support for academic Math clubs
- Funding of classes that students want offered, which otherwise would be cut or not offered
- Projects of various departments/students with an academic purpose
- Guest Speakers

To apply for funding, complete the attached “Request for Funding” and email it to mefcom@uwaterloo.ca or drop it off in the MEF office (MC 3013D) or the MathSoc office (MC 3038).

As the proposal sponsor, you or a representative must attend the MEF council meeting to answer questions that funding council members might have regarding your project. If for any reason you or a representative is unable to attend the council meeting, your request will be deferred until the following academic term. The on-stream Director will notify you of council meetings where questions may arise regarding your request.

Important Notes

1. All submissions must be accompanied by a formal estimate of cost.
2. MEF does not guarantee funding. Requests for Funding are approved with a variety of factors in mind, such as the amount of funding available for a given term and the total number of requests made.
3. If your project received funding from MEF, a series of “Accountability Guidelines” must be fulfilled. These guidelines will be explained after funding is granted.
4. MEF reserves the right to defer any submission to the following academic term, due to time constraints.
5. Members of the MEF funding council are not eligible to make submissions for funding.

[†] Section 2 (Purpose) Math Endowment Fund Constitution

Name	
Date Submitted	
Department, club, or plan (whichever is most appropriate) and your position	
E-mail address (please make sure this address is checked on a frequent basis)	
Percentage of participants who are in the Math faculty (if applicable)	
Will you accept partial funding for your proposal?	
<input type="checkbox"/>	Yes, I will accept partial funding for my request and have clearly outlined funding options.
<input type="checkbox"/>	No, I will not accept partial funding for my request.
To your knowledge, is this the first time a request has been made to fund this project?	
<input type="checkbox"/>	Yes, this is the first time a funding request has been made for this proposal.
<input type="checkbox"/>	No. I have provided details below.
Please list any additional sources of funding	
Total amount requested from MEF	
\$	

Explanation of Project

Please include the following information about your project: how it was conceived, the goal or purpose of the project, and how will it benefit education in the mathematics faculty at UW (please append additional attachments if necessary).

Formal estimate of project cost

Please list in detail all costs associated with this request. Estimates must be complete and accompanied by formal price estimates. Include estimates from alternate sources, if applicable. If partial funding options are available, specify them here (refer to attachments if necessary). If the funding is for equipment, please explain how it will be secured.

If your proposal receives funding, how do you plan to acknowledge MEF's contribution?

For instance, funding for the creation of course notes could possibly be acknowledged by a "Funded by MEF" sticker or logo on the front cover.

Additional information required from student groups (e.g. clubs) – *complete if applicable*

MEF only supports student groups which are officially recognized by the University of Waterloo. In the space below, please outline your affiliation with the university. This may include, but is not limited to, recognition by student societies (e.g. Feds, MathSoc), name(s) of faculty supervisor(s), and where your group is housed within the university (e.g. office number).

Additional information required for student conferences – complete if applicable

Due to the significant personal benefit each student receives from attending an academically-oriented conference, MEF expects that each student makes an effort to contribute a partial amount to the total cost. Thus, MEF is **not** interested in providing full conference funding. Of the four categories listed below, MEF is most interested in providing funding for travel and accommodations.

In the space below, please provide a cost estimate (per student) for each of the four categories listed:

1. Registration: _____
2. Travel: _____
3. Accommodations: _____
4. Food and Miscellaneous: _____

Please list all travel quotes which were obtained *before* submitting this proposal (a **minimum of three (3)** quotes are required for this proposal to be considered by MEF). Provide auxiliary documentation where applicable.

Additional information required from university faculty and staff – complete if applicable

MEF expects that faculty and staff members first seek support from their associated department(s). In the case of a request which affects the department/faculty as a whole (e.g. course creation), we expect that approval is first obtained from your department Chair. *Please consult the on-stream MEF Director if you are unsure whether or not departmental approval will be required for this request.*

In the space below, please list the financial support you expect to receive from your department (or an explanation of why no support will be expected). Attach on a separate page if necessary.

Additional information required from university faculty and staff – complete if applicable

MEF expects that faculty and staff members first seek support from their associated department(s). In the case of a request which affects the department/faculty as a whole (e.g. course creation), we expect that approval is first obtained from your department Chair. *Please consult the on-stream MEF Director if you are unsure whether or not departmental approval will be required for this request.*

Signature of Department Chair: _____ Date: MM / DD / YY

I have read the Guidelines for Funding Requests and agree to their terms.

Your Signature: _____ Date: MM / DD / YY

FOR OFFICE USE ONLY

Request approved by:

Date:

Signature: