

Graduate Community Development Fund (GCDF) Policy 2022

The Graduate Community Development Fund (GCDF) was created in partnership with the School of Graduate Studies at the University of Toronto (SGS) in March 2017 to provide merit-based equity awards recognizing exceptional students on campus for their contributions to the graduate student experience.

AWARD ELIGIBILITY

In order to be eligible, an applicant must:

- be a UTGSU member at the time of application
- anticipate to have a net income and/or funding (excluding student loans) of less than \$15,000 between September 1st and August 31st. Priority will be given to those who have not received UTGSU funding in the current academic year.
- not be a current member of the Finance Committee, UTGSU Executive Committee, Awards Committee and Staff. If so it is an automatic disqualification.

AWARD DESCRIPTION

- There will be an Awards Subcommittee struck in Fall term. The sub-committee will be responsible for the assessment and approval of applicants.
 - It is a closed semi-autonomous body of the UTGSU Finance Committee.
 - Members of the Awards Subcommittee will not be eligible to apply for the Graduate Community Development Fund during their term
- The Awards Committee will evaluate the applications and determine the recipients, and provide the list to the Finance Committee.
- The Finance Committee will review the list and the process of evaluation, make necessary changes and provide their approval.
- For the full criteria of the Awards Subcommittee, please refer to the Awards Committee Terms of Reference
- This is a bursary available once per academic year.
- Although students may fall within multiple categories, they must apply to only ONE category. Multiple application will not be assessed.
- A student will only be eligible to receive one award per academic year.
- There are 4 categories of Awards containing awards consisting of \$500 each. In no particular order, the Awards Committee must work to fulfil the equity eligibility requirements as outlined in the following award descriptions:

1. Open

- a. This is a general award open to any current graduate students.
- b. 4 awards in this category. Priority will be given to applicants with accessibility needs, caregiver, and other equity needs.

2. International Students

- a. This award is open to students registered at the University of Toronto as an “International Student,” i.e., students who are charged international tuition fees.
- b. 2 awards in this category.

3. Women and Trans Spectrum

- a. This award is open to graduate students who identify themselves as women or students who identify themselves in terms outside or within the gender binary of “man” and “woman” (for example: non-binary or genderfluid).
- b. 2 awards in this category.

4. Racialized (Indigenous, Black, People of Color)

- a. In no particular order, the Awards Committee must seek to allocate at least one award to students who identify themselves as belonging to one or more of the following groups:
 - i. Indigenous to Turtle Island (ie. First Nations, Metis, or Inuit)
 - ii. Black (ie. Afro-Canadian, African, Afro-Caribbean, African-American, Afro-Latino)
 - iii. People of color (ie. who do not self-identify as belonging to a Black national/ethnic group or Indigenous to Turtle Island)
- b. 2 awards in this category.

AWARD INSTRUCTION

- An applicant must fill out the online application and submit the following documents:
 1. A one-page typed statement responding to the following question:

“How have you, as an individual, contributed to improving the University of Toronto graduate student experience through your community work and activities?”
 2. Two Reference Letters from members of the university and/or public community. Their full name, designation and contact info must be provided. Their recommendation must focus on extra-curricular activities and not on course work and/or research related to the applicant's academic program. Any document not asked for will be discarded.

The statement and references must be submitted online into a single PDF file with the application form.

DATE OF SUBMISSION

Every year UTGSU will announce the date of submission for the GCDF application.

DISQUALIFICATION

If an applicant has been found to have falsified their application, they will be disqualified and ineligible from future awards by the UTGSU.



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University of Toronto Graduate Students' Union UTGSU Student Conference Bursary Policy 2022

Overview of UTGSU Conference Bursary

The UTGSU Conference Bursary was created in 2016 to financially assist UTGSU Members attending and/or presenting at academic conferences. **The amount of a single bursary is up to \$250, regardless of conference location or estimated expenses.** A total of 120 bursaries are distributed each year, corresponding to 40 bursaries per each of the UTGSU's three (3) Conference Bursary Cycles: Fall Cycle, Winter Cycle, and Summer Cycle. All successful applicants to the UTGSU Conference Bursary are selected by the UTGSU Finance Committee using a random lottery system. For each Cycle, 50% of all bursaries are awarded to applicants in the funded cohort (i.e., those applicants who receive a base funding package) and the remaining 50% are awarded to applicants in the unfunded cohort (i.e., those applications who do not receive a base funding package). In addition, an equal number of bursaries are awarded to applicants across all four School of Graduate Studies (SGS) Academic Divisions: Humanities, Social Sciences, Physical Sciences, and Life Sciences.

Application Eligibility

All applicants to the UTGSU Conference Bursary must meet the following eligibility criteria:

1. The applicant is a UTGSU Member at the time of application
2. The applicant has not already received a UTGSU Conference Bursary within the current Academic Year (Sept to August)
3. The start date of the conference for which the bursary would apply to is within the time period specified for each respective Conference Bursary Cycle (see below)

Conference Eligibility

There are three (3) Conference Bursary Cycles: Fall Conference Bursary Cycle, the Winter Conference Bursary Cycle, and the Summer Conference Bursary Cycle. The eligibility of a UTGSU Conference Bursary to be applied to a specific conference is determined by that conference's start date. If the conference specified in a UTGSU Conference Bursary application falls outside of the time period specific to a Conference Bursary Cycle, then that application will be disqualified from the respective Conference Bursary Cycle. The eligible time periods for conference start dates specific to each Conference Bursary Cycle are given below:



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Fall Cycle: Conferences which have start dates on or between Sept 1st and Dec 31st of each year. Applications open on 15 Dec and closes on Jan 15 of the following year. 2021

Winter Cycle: Conferences which have start dates on or between January 1st and April 30 of each year. Applications open on April 15 and closes on May 15 of each year.

Summer Cycle: Conferences which have start dates on or between May 1st and August 31st of each year. Applications open on Aug 15th and close on September 15th of each year.

Application Instructions and Form

Applications are completed and submitted using an online application form. The link will be provided in each cycle. All applicants to the UTGSU Conference Bursary are required to submit proof of conference attendance and supporting documents before funds can be released. Proof of conference attendance and all supporting documents must include the following:

1. Conference Program (relevant sections with the applicant's name and/or abstract highlighted if the applicant presented at the conference)
2. Receipt of attendance, signed by a conference organizer
3. Travel tickets and receipts (e.g., car rental, train, flight, etc.)
4. Accommodation receipts (e.g., hotel, hostel, AirBnB, etc.)
5. Conference fee receipt
6. Other (at the discretion of the UTGSU Finance Committee)

Please also note that only one application is permitted per applicant. The supporting documents must be submitted in the application. If no supporting document is provided the application will be deemed ineligible and will be disqualified.

Selection of Successful Applicants

All successful applicants to the UTGSU Conference Bursary are selected by the UTGSU Finance Committee using a random lottery system. The amount of a single bursary is \$250, regardless of conference location or estimated expenses. A total of forty (40) successful applicants will be selected during each Conference Bursary Cycle. For each Cycle, 50% of all bursaries are awarded to applicants in the funded cohort (i.e., those applicants who receive a base funding package) and the remaining 50% are awarded to applicants in the unfunded cohort (i.e., those applications who do not receive a base funding package). In addition, an equal number of bursaries are awarded to applicants across all four School of Graduate Studies (SGS) Academic Divisions: Humanities, Social Sciences, Physical Sciences, and Life Sciences.



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Prior to selection, the information on all applications is reviewed for accuracy and eligibility. If at any time during the application process an applicant has been discovered to have provided inaccurate or dishonest information, the UTGSU Finance Committee reserves the right to disqualify the applicant from the current and further Cycles of the UTGSU Conference Bursary.

All funds will be released in the form of a cheque. Please note that the UTGSU cannot guarantee the replacement of lost or stolen cheques.

Contact Information and Accessibility

If you require accessibility accommodations or have any questions related to the UTGSU Conference Bursary, please email conferencebursary@utgsu.ca.



Black Graduate Students' Excellence Bursary (BGSEB) Policy 2022

Overview of Bursary

The Black Graduate Student Excellence Bursary (BGSEB) was created by the UTGSU in partnership with the University of Toronto School of Graduate Studies (SGS) in September 2020 to provide financial support to help improve fair and equitable access to educational opportunities for Black students in graduate studies at the University of Toronto. It recognizes that talent and excellence thrive in Black communities and that providing fair and equitable access to educational opportunities acknowledges the creativity, leadership capacity and gifted nature of Black students.

A total of fifteen (15) bursaries of \$2000 each are available for distribution in the academic year. It aims to provide additional financial support to help offset the costs associated with academic endeavors for domestic and international Black students, completing graduate studies at the University of Toronto. Priority will be given to first-year students commencing graduate studies. The bursary will be offered and held by students in addition to any other financial aid or graduate funding they may receive (OSAP, major awards, or graduate funding).

Applicant Eligibility

Applicants must:

- Self-Identify as Black.
- Be registered full-time in a Master's or Doctoral program at the University of Toronto.
- Be a Canadian domestic or International student
- Demonstrate financial need through the application process
- Member of the UTGSU. All graduate students are considered UTGSU members, unless they elect to opt-out of paying GSU fees through their incidental fees.

Application Process

Applicants must fill out online google form by the application deadline.

A complete application will include ALL of the following items:

- Completed Black Graduate Student Excellence Bursary application;
- Demonstration of financial need through the completion of the pdf form (results remain confidential and will be viewed and assessed by SGS only);
- **Personal Statement** of up to one page - describing why the applicant is suitable and should be considered for the bursary, their academic objectives, and how financial assistance through this bursary would support their long-range goals; and



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- CV that outlines relevant experience and academic achievements, including publications, professional, academic, and extracurricular activities no longer than two pages;
- **Two letters of reference** (no longer than one page each) with at least one being from an academic familiar with the student's work/research. Referees must use the online referee tool and submit by the application deadline. **It is the applicant's responsibility** to ensure references are submitted by their referees before the application deadline. Incomplete applications will not be considered. Letters can/should address the following:

- Applicant's ability and promise towards their research focus
- Applicant's Student's career and or academic goals

Application Deadline

The deadline to submit applications will be announced in Fall. No applications will be accepted after this date/time.

Contact Information and Accessibility

If you require accessibility accommodations or have any questions related to the Black Graduate Student Excellence Bursary (BGSEB) please email bgseb@utgsu.ca.

FY2023 Budget & Estimated FY2022 Financial Statement				
REVENUE		FY2022		FY2023
		FY2022	Est. Actuals	Budget
1	Union Revenue	15,238,000	15,022,658	16,167,000
2	Interest	25,000	52,352	75,000
3	Miscellaneous Revenue		56,179	
REVENUE TOTAL		15,263,000	15,131,189	16,242,000
EXTRA-LEVIES EXPENSES				
4-12	Extra-Levies Sub-total	646,500	682,838	707,000
UTGSU EXPENSES				
HDI, Grants & Donations				
13	Health & Dental Insurance	13,200,000	12,976,729	14,100,000
14	Departmental Head Grants	300,000	289,979	350,000
15	Special Grants	1,200	0	1,200
16	Conference & Academic Engagement Grants	10,500	1,000	10,500
17	Donations & Equity Access Grant	20,000	4,037	20,000
	<i>HDI, Grants & Donations Sub-total</i>	<i>13,531,700</i>	<i>13,271,745</i>	<i>14,481,700</i>
Union Expenses				
18	Executive Officers	118,000	105,590	110,000
19	Executive Training	4,000	1,525	4,000
20	Staff Expenses	470,000	436,999	485,000
21	Staff Settlement		39,115	
	<i>Union Expenses Sub-total</i>	<i>592,000</i>	<i>583,230</i>	<i>599,000</i>
House Expenses				
22	Office	5,000	1,994	5,000
23	Printing & Lease	5,000	1,525	5,000
24	Telephone/Internet	8,000	4,630	8,000
25	Council & Membership Meetings	14,000	6,124	14,000
26	Elections & Referenda	12,000	8,006	12,000
27	Legal	25,000	37,571	40,000
28	Audit	16,000	11,933	16,000
29	Maintenance & Repair	10,000	2,004	10,000
30	Subscription	8,000	3,919	8,000
31	Gym Expenses	500	0	500
32	Building & Liability Insurance	8,000	5,852	8,000
33	Bank Charges & Interest	750	228	750
34	Small Equipment	2,000	61	2,000
35	Depreciation	4,500	3,129	4,500
	<i>House Expenses Sub-total</i>	<i>118,750</i>	<i>89,515</i>	<i>133,750</i>
Outreach & Initiatives				
36	Orientation	12,000	2,094	12,000
37	Campaigns/Engagement	11,200	2,682	12,000
38	Promotion Materials	2,000	0	2,000
	<i>Outreach Expenses Sub-total</i>	<i>25,200</i>	<i>4,776</i>	<i>26,000</i>
Committees & Caucuses				
39	Governance Committee			500
40	Campaign and Activism Committee			500
41	Graduate Affairs Committee			500
42	Finance Committee	500	0	500
43	Grad Minds	5,000	4,553	5,000
44	Boycott, Divestment, Sanctions Caucus	5,000	0	5,000
45	Queer Caucus	1,000	0	1,000
46	Women & Trans People Caucus	800	151	500
47	International Student Caucus	5,000	0	5,000
49	Race & Ethnicity Caucus	5,000	1,372	5,000
50	Professional Graduate Students Caucus	1,000	233	1,000
51	ROM Caucus	500	90	500
52	Other Committees	4,000	0	0
53	Board of Appeals	1,200	500	1,200
	<i>Committees & Caucuses Exp Sub-total</i>	<i>29,000</i>	<i>6,900</i>	<i>26,200</i>
Other Expenses				
54-58	Pub Expenses	7,000	434	5,500
59	Contingency	20,000	2,539	20,000
60	Audit Adjustment		(3,564)	
	<i>Other Expenses Sub-total</i>	<i>27,000</i>	<i>(590)</i>	<i>25,500</i>
TOTAL EXPENSES		14,970,150	14,635,874	16,004,650
FINAL SURPLUS/LOSS		292,850	495,315	237,350

FY2023 Budget & FY2022 Estimated Expenses				
Extra Levy Budget				
Levy Groups		FY2022		FY2023 Budget
		Budget	Actuals	
4	Canadian Federation of Students (CFS)	182,300	192,513	200,441
5	Canadian Federation of Students (CFS)-Ontario	152,200	160,762	166,900
6	Ontario Public Interest Research Group (OPIRG)	107,700	113,739	120,224
7	Downtown Legal Services (DLS)	57,100	60,286	60,617
8	Centre for Women & Trans People (CWTP)	19,000	20,095	20,206
9	Bikechain	21,500	22,708	24,045
10	University of Toronto Environmental Resource Network (UTERN)	9,500	10,048	10,103
11	University of Toronto Sexual Education Centre (UTSEC)	21,100	22,306	23,641
12	Students for Barrier-Free Access (SBA)	76,100	80,381	80,823
EXTRA LEVIES TOTAL		646,500	682,838	707,000

Pub Expenses				
Pub Expenses		FY2022		FY2022 Budget
		Budget	Actuals	
54	Repair & Maintenance	500	0	3,500
55	Telephone	500	0	500
56	Liability Insurance	7,000	0	2,060
56	Depreciation	500	434	500
57	Contract Rebate	(1,560)	0	(1,560)
58	Other	60	0	500
PUB TOTAL		7,000	434	5,500

Graduate Students' Union, University of Toronto
Surplus Fund Report
August 31, 2022

FY2022 UTGSU RESTRICTED FUNDS REPORT					
UNRESTRICTED SURPLUS		FY2021		FY2022	
				Property and equipment	Unrestricted
	OPENING BALANCE	18,136	1,571,570	16,594	1,202,042
	Surplus		731,972		495,315
	Amortization	(3,042)		(3563)	
	Capital purchase	1,500	(1,500)	340	(340)
	Transfer In:				
	Total Surplus Balance	16,594	2,302,042	13,371	1,697,017
	Allocation to BGSEB		35,000		30,000
	Allocation to Health and Dental Admin Fund		200,000		200,000
	Allocation to SCB		50,000		50,000
	Allocation to GCDF		15,000		55,000
	Allocation to UTGSU Reserve		500,000		500,000
	Allocation to Director's Liability				50,000
	Allocation to Building, Planning & Accessibility Fund		300,000		50,000
	Allocation to Emergency Student Bursary Fund				250,000
	Allocation to Indigenous Student Bursary Fund				100,000
	Allocation to CTWP Fund				33,228
	Transfer Out	0	1,100,000	0	1,318,228
	Total Unrestricted Fund for the Year	16,594	1,202,042	13,371	378,789
RESTRICTED FUND		FY2021	FY2021	FY2022	FY2022
		Year End	Year End	Year End	Year End
1	STUDENT CONFERENCE BURSARY FUND				
<i>Dec 2015</i>	OPENING BALANCE	61,683		101,831	
	Transfers In	50,000		50,000	
	Sub-total		111,684		151,831
	Transfers Out	0		0	
	Expenditures	9,853		695	
	Sub-total		9,853		695
	CLOSING BALANCE		101,831		151,135
2	Graduate Community Development Fund				
<i>Mar 2017</i>	OPENING BALANCE	16,753		31,753	
	Transfers In	15,000		55,000	
	Sub-total		31,753		86,753
	Transfers Out			0	
	Expenditures			10,000	
	Sub-total		0		10,000
	CLOSING BALANCE		31,753		76,753
3	Black Graduate Students Excellence Bursary Fund- See Note 1				
<i>July 2020</i>	OPENING BALANCE	10,000		15,000	
	Transfers In	35,000		30,000	
	Sub-total		45,000		45,000
	Transfers Out				
	Expenditures	30,000		14,000	
	Sub-total		30,000		14,000
	CLOSING BALANCE		15,000	0	31,000
4	DIRECTORS LIABILITY-See Note 1				
	OPENING BALANCE	284,583		230,275	
	Transfers In			50,000	
	Sub-total		284,583		280,275
	Transfers Out			0	
	Expenditures	54,308		1,867	
	Sub-total		54,308		1,867
	CLOSING BALANCE		230,275		278,408
5	BUILDING, PLANNING & ACCESSIBILITY FUND				
	OPENING BALANCE	197,035		497,035	
	Transfers In	300,000		50,000	
	Sub-total		497,035		547,035
	Transfers Out			0	
	Expenditures:				
	Sub-total				0
	CLOSING BALANCE		497,035		547,035
6	UTGSU Reserve Fund				
<i>April 2021</i>	OPENING BALANCE			500,000	
	Transfers In	500,000		500,000	
	Sub-total		500,000		1,000,000

RESTRICTED FUND		FY2021 Year End	FY2021 Year End	FY2022 Year End	FY2022 Year End
7	Transfers Out			0	
	Expenditures:				0
	Sub-total				0
	CLOSING BALANCE		500,000		1,000,000
	HEALTH/DENTAL ADMINISTRATION FUND				
8	OPENING BALANCE	60,000		260,000	
	Transfers In	200,000		200,000	
	Sub-total		260,000		460,000
	Transfers Out			0	
	Expenditures:				0
	Sub-total				0
	CLOSING BALANCE		260,000		460,000
8	UTGSU EMERGENCY STUDENT BURSARY FUND				
	OPENING BALANCE			250,000	
	Transfers In				
	Sub-total				250,000
	Transfers Out				0
Expenditures:				0	
Sub-total				0	
CLOSING BALANCE				250,000	
9	UTGSU INDIGENOUS STUDENT BURSARY FUND				
	OPENING BALANCE			100,000	
	Transfers In				
	Sub-total				100,000
	Transfers Out				0
	Expenditures:				0
	Sub-total				0
CLOSING BALANCE				100,000	
10	CWTP Restricted FUND				
	OPENING BALANCE			33,228	
	Transfers In				
	Sub-total				33,228
	Transfers Out				0
Expenditures:				0	
Sub-total				0	
CLOSING BALANCE				33,228	
11	STUDENT SERVICES & RESOURCES FUND				
	OPENING BALANCE	4,000		4,000	
	Transfers In				
	Sub-total		4,000		4,000
	Transfers Out		0		0
	Expenditures:				0
	Sub-total		0		0
	CLOSING BALANCE		4,000		4,000
	Total Expense for the FY		94,161		26,562
	Total Transfer in for the FY		1,100,000		1,318,228
Total Transfer out for the FY				0	
Total Restricted Fund for the Year			1,639,894	2,931,560	

Notes

1. In April 2022 Council Meeting, the board approved the creation of UTGSU Indigenous Students' Bursary Fund and allocated \$100,000.
2. In April 2022 Council Meeting, the board approved the creation of UTGSU Emergency Students' Bursary Fund and allocated \$250,000.
3. In April 2022, the Borad approved the allocation of \$500000 for UTGSU Reserve Fund.
4. In April 2022, the Board approved the allocation were made to SCB (50,000), GCDF (50,000), BGSEB (15,000) and Building, Planning & Accessibility Fund (50,000), Director's Liability (50,000) and Health and Dental Administration Fund (200,000) from UTGSU Fund.
5. In April 2022, Board approved the allocation of \$15000 for BGSEB and \$5000 for GCDF as SGS Contribution.
6. In Oct 2021 Council meeting, the Board approved the creation of CWTP Restricted Fund.