



**SMITH  
ENGINEERING**  
Queen's University

Dean's Donation Fund Proposal

<TEAM/CLUB/CONFERENCE NAME>  
<TEAM/CLUB/CONFERENCE EMAIL>

<DATE>

## Proposal Template and Instructions

### Executive Summary

- Clearly state the requested amount from the Dean's Donation Fund – and be as specific as possible regarding the purpose of the funds.
- If relevant, indicate the date(s) of any event, conference, competition, or other scheduled activity that may be relevant to your proposal.
- Summarize your financial plan; including requirements for funding by a particular date, any other funding sources your team, club, or conference may have, and the potential impact of not receiving some (or all) of your funding request.
- Highlight the impact of your team, club, or conference on Engineering students, and the Smith Engineering / Queen's University (and/or even global) community.

### Introduction

- Provide a description of the overall objectives of your team, club, or conference for the year.
- Describe how your team, club, or conference provide opportunities to strengthen a student's [CEAB Graduate Attributes](#)<sup>1</sup>.

### Budget

- Use the Dean's Donation Budget Template to provide an overall budget for your team, club, or conference. Any budget submission that does not use the approved template will be disqualified from receiving any funding.
- Submitted budgets must show a balanced budget that includes Opening Carry forward, Revenue (Donations, Sales, Fee's, etc.), and Expenses. Donations should include external corporate/industry sponsorships, other internal funding (e.g.: Departmental Funds, non-Smith Faculty support, etc.), as well as any non-Dean's Donation funds from the Smith Engineering Faculty Office (e.g.: Shell Experiential Fund, Visiting Speakers Series Fund, etc.).
- Completing the Expenses section's level of detail is up to the team, club, or conference; however – suggested categories may include material and equipment purchases, travel and accommodations, registration fees, merchandise, shipping, etc.
- Teams, clubs, and conferences are all encouraged to reach out to the Smith Engineering Finance Team ahead of proposal submission if they have any questions, comments, or concerns.

### Resource and Cost Management Plan

- Provide a high-level plan on how your activities will be resourced, and costs managed. It is recommended that teams, clubs, or conferences start with their overall objectives, as well

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<sup>1</sup> <https://engineerscanada.ca/sites/default/files/Graduate-Attributes.pdf>

as identify key tasks and spending milestones. If helpful (or necessary by virtue of undertaking multiple initiatives) – it may be worthwhile developing separate Plans for each initiative.

Table 1: Resource/Cost Plan

Event/Task/Budget Category	Resource Requirement	Estimated Cost	Estimated Spend Date
E.g.: Conference Accommodations	Hotel Block	\$30,000	Jan 1
Equipment Purchase	Motor	\$3000	Feb 2
Competition	Registration Fee	\$5000	Mar 3
Training	Team EDII Workshop	\$500	Apr 4
...etc.			

## Safety and Risk Management

- A separate Safety and Risk Management Plan must be included with any Design Team application, and should be included for any Conference or competition application where safety and risk management concerns exist (alternatively; marking the section “Not Applicable” where reasonable is appropriate).
- Your plan must include a detailed risk assessment of your activities; including (but not necessarily limited to) risk identification, mitigation plans, and identification of persons responsible, as well as an emergency response plan in the event of an incident.
- Your submission may also include information on training, Standard Operating Procedures (SOPs), or any other relevant safety information as appropriate.
- Team, club, or conference Safety and Risk Management Plans should be held to strict document control procedures; identifying versions, dates, and who/when annual reviews have occurred.

### Off-Campus Activity

- All teams or clubs travelling off-campus must adhere to the “[Off-Campus Activity Safety Policy](#)”<sup>2</sup>. It is strongly recommended that travellers complete the requirements of the OCASP at least six weeks in advance of travelling (or else run the risk of not getting approved to travel in time).
- Travel to certain regions outside Canada may come with additional travel advisories – and may require additional planning time; teams should account for this when preparing their OCASP plans.
- Any teams seeking guidance on how to manage their OCASP plans should reach out to the Smith Engineering Safety Officer for further consultation and guidance.

<sup>2</sup> <https://www.queensu.ca/risk/safety/OCASP>

## Commitment to Equity, Diversity, Inclusion, and Indigenization (EDII)

- Provide a description of the actions and activities your team, club, or conference will take to promote elements of equity, diversity, inclusion, and Indigenization (EDII) within your membership, as well as the Smith Engineering, Queen's University, and even possibly the Kingston Community. A key focus of any activity should be on its impact; what are you doing, what impact may it have, and how can we learn and grow from it?
- Aspects to consider may include marketing, communication, and recruitment activities (both for membership and any events/activities being hosted), as well as outreach (both within Queen's and the Kingston community). Potential collaborations with other EDII-focused teams or clubs may provide excellent opportunities to achieve your goals.
- All teams and clubs are encouraged to review Smith Engineering's [Engineering for Everyone](#)<sup>3</sup> website, including the [Diversity and Inclusion Framework](#)<sup>4</sup> for information on how to consider and support EDII.

## Marketing and Communications

- Provide a description of how your team, club, or conference's planned activities align with one or more of [Smith Engineering's key elements](#)<sup>5</sup> (Engineering for Humanity, Problem-based Learning, Competency-based Assessment, or Experiential Learning), and include any recommended elements that our Marketing and Communications team could use to showcase those activities.
- Questions to consider may also include:
  - Does your project or focus have a particularly interesting visual aspect or flair that would work with for photos or video?
  - Does your team, club, or conference have a communications person that could liaise with the Smith Engineering Marketing and Communications staff?
  - Is your membership exclusively from within Smith Engineering, or does it include students from other Faculties across campus?
  - Are you part of a local/regional/global organization who may have marketing and communications teams that could also promote your activities?
- Have a plan to report back on year-end regarding your use of funds and the impact of your group.

## Contact Information

- Provide a team/club/conference official Queen's email address – to be used for all correspondences w/ the Smith Engineering Faculty Office. Ideally; this should not be a specific student email address - the team should have an actively monitored EngSoc/AMS/Queen's-assigned email address.
- Provide a table listing the names, titles, Engineering Discipline/Year, and email address for your team, club, or conference's leadership team.

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<sup>3</sup> <https://smithengineering.queensu.ca/about/engineering-for-everyone/index.html>

<sup>4</sup> <https://smithengineering.queensu.ca/about/engineering-for-everyone/diversity-and-inclusiveness-framework.html>

<sup>5</sup> <https://smithengineering.queensu.ca/about/reimagining-engineering/reimagining-engineering-education.html>

### Design Team Academic Advisors

- Design Teams must complete the Academic Advisor Form, and ensure that person has reviewed and signed off on your Dean's Donation submission prior to the deadline.