



Campus Recreation Enhancement Fund (CREF) 2021-22 Application Questions

This is an outline for the questions which are found on the Google Form Application for CREF 2021-22. Please note that these questions **must** be answered within the Google Form. It is recommended that you have prepared your answers in advance and that you complete the application in one sitting as partial applications will not be saved in the form. If you have any questions regarding the application process please contact racchair@ualberta.ca and read the Campus Recreation Enhancement Fund (CREF) 2021-22 Application Process document found on the Campus and Community Recreation Website.

Organization Information (Introduction):

1. Organization Name
2. Total amount of CREF Requested
3. Organization Representative Name
4. Title of Organization Representative
5. Contact Information (Telephone and Email)

Organization Information (Community Engagement):

1. Within your Organization's membership and/or participants: Number of Undergraduate UAlberta Students, Graduate Students, UAlberta Faculty/Staff, and General Public
2. Is your organization registered with the Students' Union Groups Office?
3. Has this organization received CREF Funds in the past year?
 - a. If yes, please indicate the more recent year.
4. Will the funds be used for the purpose of ensuring that University of Alberta's campus recreation services, programs, equipment, and facilities remain of high quality, diverse, convenient, accessible, and affordable to undergraduate students?
5. Outline of the purpose of applying for funds.

CREF Application:

1. Why has CREF funding been identified as a resource for your project items?
2. Identify and itemize specifically the project or items requesting funding for the 2021-2022 funding year in a simple Spreadsheet. Be sure to include the total amount requested and any attached quotes in your budget. NOTE: If the project that is requesting funding involves facility/space enhancement – a consultation with the facility/space supervisor is required. Please attach any relevant communications with the facility representative here.
3. Please provide in detail a specific budget with all revenue and expenses that apply to your organization. The budget must include specifically your CREF requests as a line item. The following items should be included: Revenue: a clear breakdown of revenue sources including Athletic and Recreation fee revenue, grants, Student's Union grants,



fundraising, sales revenues, and any other sources of revenue Expenses: equipment, facility rental, travel, promotions, and other identified expenses.

4. What makes this request an “enhancement” to your Organization? Please describe the impact the CREF contribution to your organization will have on students, student life, recreational opportunities, facilities, services, and any other programs currently being offered.
5. CREF requires that all organizations be accountable for their CREF expenses. How will you and your Organization employ this?
6. How will you provide reciprocation and recognition to the undergraduate students of the University of Alberta who finance CREF?
7. If CREF is unable to cover the entirety of your request, what is your organization’s plan to fund the project/items?
8. Your organization will be required to write a year end report highlighting how you have spent your CREF Funds.

Application of Rollover of Funds (Optional):

Note: Funds allocated are valid for two funding periods. Funds that were allocated in the 2020-21 funding period should not be included in this section as they will still be available for the 2021-22 school year. If you wish to apply for a reallocation of those funds (i.e., using them for an alternate purpose, please email a detailed request to racchair@ualberta.ca).

1. Do you wish to apply to rollover funds from the 2019-20 Funding Year?
2. What was the amount that you were previously allocated and what were the funds allocated towards?
3. Why did these funds not get used in the last two years?
4. How will you ensure that these funds are going to be used in the next year?

The link to the Google Form Application can be found [HERE](#) and applications will be accepted until February 19, 2021 @ 11:59pm. Late or incomplete applications may not be accepted.