



**SMITH  
ENGINEERING**  
Queen's University

Dean's Donation Fund Proposal

<TEAM/CLUB NAME>  
<TEAM/CLUB 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, or 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 or club may have, and the potential impact of not receiving some (or all) of your funding request.
- Highlight the impact of your team or club on Engineering students, and the Smith Engineering community.

### Introduction

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

### Budget

- In a separate submission, in excel format, complete the Budget Template found on the Dean's Donation website. This is the only budget template that has been approved for submission with your Dean's Donation application. Use of any other template will not be considered.
- The prior year column must be completed using actual revenue amounts received and expenses paid in the prior year. The current year column should include all revenue and expenses budgeted for September 1<sup>st</sup> to August 31<sup>st</sup> of the current year. In general, the prior year actuals are used as a basis for the current year budgeted amounts, with any large variations in the amounts year-over-year explained in the comments section for that line item.
- Please see the Notes section of the Budget Template for additional information/guidance.
- A member of the QSE Finance Team will be available to walk you through the budget template and answer any questions at the Dean's Donation Workshop (details and registration link on website).

### 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 start with their overall objectives, as well as identify key tasks and spending milestones. If helpful (or necessary by virtue of teams/clubs

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

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.
- Your plan must include a detailed risk assessment of your activities; including, but not 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 or Club Safety and Risk Management Plans should be held to strict document control procedures; identifying versions, dates, and who/when annual reviews have occurred.

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

- Provide a description of the actions and activities your team or club will take to promote elements of equity, diversity, inclusion, and Indigenization (EDII) within your membership, as well as within 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>2</sup> website, including the [Diversity and Inclusion Framework](#)<sup>3</sup> for information on how to consider and support EDII.

### Marketing and Communications

- Provide a description of how your team or club's planned activities align with one or more of [Smith Engineering's key elements](#)<sup>4</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 photos or video?
  - Does your team or club 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?

### Contact Information

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

### Off-Campus Activity

- All teams or clubs travelling off-campus must adhere to the "[Off-Campus Activity Safety Policy](#)<sup>5</sup>". It is strongly recommended that travellers complete the requirements of the OCASP at least six weeks in advance of travelling (or else you run the risk of not getting approved to travel in time).

### 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.

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<sup>2</sup> <https://smithengineering.queensu.ca/about/engineering-for-everyone/index.html>

<sup>3</sup> <https://smithengineering.queensu.ca/about/engineering-for-everyone/diversity-and-inclusiveness-framework.html>

<sup>4</sup> <https://smithengineering.queensu.ca/about/reimagining-engineering/reimagining-engineering-education.html>

<sup>5</sup> <https://www.queensu.ca/risk/safety/OCASP>