

Guidelines for Individual 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.

1. Improved learning facilities.
2. Improved Teaching Assistants
3. Improved Computing Services
4. Other Lab Equipment
5. Support for academic Math clubs
6. Funding of classes that students want offered, which otherwise would be cut or not offered
7. Projects of various departments/students with an academic purpose
8. Guest Speakers

To apply for funding, complete the attached “Request for Funding” and email it to mefcom@student.math.uwaterloo.ca or drop it off in the MEF office (M3 1004) or the MathSoc office (MC 3038).

In general, you, as a person requesting individual funding, will *not* be required to attend MEF funding council meetings; however, the MEF Director may ask you to attend under certain circumstances. One example of such circumstances would be that many individual funding projects were proposed to MEF; hence, the funding council may need additional information to help them select which projects to fund.

If you are asked to attend a MEF funding council meeting, you should be prepared to describe your project to the council and to answer any questions raised by council members.

Important Notes

1. All submissions must be accompanied by a formal estimate of cost
2. If your project received funding from MEF, a series of “Accountability Guidelines” must be fulfilled. These guidelines will be explained after funding is granted.
3. MEF reserves the right to defer any submission to the following academic term, due to time constraints
4. Members of the MEF funding council are not eligible to make submissions for funding

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



UNIVERSITY OF WATERLOO
200 University Avenue West, M3 1004
Waterloo, Ontario, Canada N2L 3G1
(519) 888-4567 x35757
mefcom@student.math.uwaterloo.ca
www.mef.uwaterloo.ca

Request for Individual Funding

Name: _____ Student ID#: _____

Department, Club, or Plan (whichever is most relevant): _____

Local Phone: _____ E-mail Address: _____

Will you accept partial funding? Yes No If 'Yes', explain options in your proposal.
If you do not specify partial funding options in your proposal then none will be considered.

Please list any additional sources of funding (if applicable): _____

Amount Request from MEF: \$ _____

Explanation of Project/Conference

Please include the following information about your endeavor: how it was conceived, the goal or purpose of the project and how it will benefit your education in mathematics. Include any additional information that you feel is relevant (include additional pages if necessary).

Formal Estimate of Cost

Please list in detail all costs associated with this request. Estimates must be complete and where applicable, accompanied by formal quotes from more than one vendor. Outline any partial funding options available to MEF below (include additional pages if necessary).

I have read the Individual Funding Guidelines and note provided, and I agree to their terms.

Signature: _____ Date: MM / DD / YY

