



University of Toronto Graduate Students' Union
16 Bancroft Avenue
Toronto, ON., M5S 1C1
info@utgsu.ca
www.utgsu.ca

University of Toronto Graduate Students' Union Graduate Community Development Fund (GCDF) Awards Committee Application Instructions

Overview of Graduate Community Development Fund (GCDF)

The Graduate Community Development Fund (GCDF) was created in partnership with the University of Toronto School of Graduate Studies (SGS) in March 2017 to provide merit-based equity awards recognizing exceptional students on campus for their contributions to the graduate student experience. A total of fifteen (15) bursaries are distributed each year from five (5) award categories. These award categories consist of one (1) 'open' award category, and four (4) equity-based award categories as follows: Caregiver; International; Women and Trans-Spectrum; and Black, Indigenous, and/or Person of Colour (BIPOC). For each of the five (5) award categories, three (3) bursaries are distributed: one (1) \$1000 bursary awarded to the applicant with the highest ranked application, and two (2) \$500 bursaries awarded to the applicants with the 2nd and 3rd highest ranked applications respectively. More information can be found on the UTGSU website at <https://www.utgsu.ca/gcdf>.

Overview of GCDF Awards Committee

As per UTGSU Policy O1.20, all applications to the GCDF are adjudicated by an Awards Committee composed of UTGSU Members and which operates as a semi-autonomous body under the UTGSU Finance Committee. The Awards Committee, which is chaired by a Member of the UTGSU Finance Committee, determines the successful applicants to the GCDF as per the selection processes outlined in UTGSU Policy O1.20 and as additionally directed by the UTGSU Finance Committee. As part of the adjudication process, each Member of the GCDF Awards Committee independently reads and assigns a set of scores to each Award application. Using the average of assigned scores between all GCDF Awards Committee Members, the three highest-ranked applications for each of the five (5) Award categories are then determined, with the highest-ranked application for each of the five (5) Award categories subsequently determined through debate among GCDF Awards Committee Members. GCDF Awards Committee Members will be expected to have adjudicated all Award applications prior to January 31st, 2019, so that the announcement of successful Award recipients can be made in February of the same year.

GCDF Awards Committee Eligibility

All individuals who wish to serve on the GCDF Awards Committee must meet the following eligibility criteria:

- 1) The individual is a UTGSU Member at the time of application
- 2) The individual is not an applicant to any of the Graduate Community Development Fund (GCDF) Awards



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GCDF Awards Committee Application Instructions

All individuals who wish to serve on the GCDF Awards Committee submit the following set of documents:

- 1) A completed copy of the GCDF Awards Committee Application Form found at the end of this document;
- 2) A typed statement (one (1) page maximum, single-spaced, Times New Roman 12-point font, 1-inch margins) explaining why you would like to serve on the GCDF Awards Committee. Please also include any relevant experience which you believe would make you a valuable Member of the GCDF Awards Committee.

All documents must be submitted as a single PDF file to gcdf@utgsu.ca. Both the file name and the email subject line should consist of your last name, first name, and the phrase 'AwardsCommittee' as given in the following example:

Sayed_Jane_AwardsCommittee

All applications will be adjudicated by the UTGSU Finance Committee, with successful applicants contacted in late November of 2018.

Application Deadline

The deadline to submit applications for the GCDF Awards Committee is **11:59 PM, Sunday, November 18th, 2018**. 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 Graduate Community Development Fund (GCDF) Awards Committee, please email the UTGSU Finance Commissioner at finance@utgsu.ca.



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University of Toronto Graduate Students' Union Graduate Community Development Fund (GCDF) Awards Committee Application Form

All fields in the following application form should be completed electronically. Once completed, the form should be printed, signed, electronically scanned, and submitted as a single PDF file with all other required application documents as stated in the Graduate Community Development Fund (GCDF) Awards Committee Application Instructions.

Surname:

Given Name(s):

Student #:

Degree Type (e.g., Masters, Doctorate, etc.):

Year of Study as of September 1st, 2018:

Academic Unit (e.g., Department, Institute, etc.):

Faculty (e.g., Medicine, Arts and Science, etc.):

As merit-based equity awards, the UTGSU Finance Committee encourages individuals who self-identify as belonging to equity-seeking groups to serve on the GCDF Awards Committee. Please note however, that GCDF Awards Committee Members are not eligible to apply to any or all GCDF Awards. Please indicate by checking the respective boxes below if you self-identify with any of the following. While not a requirement to serve on the GCDF Awards Committee, please note that this information will assist the UTGSU Finance Committee in ensuring that the GCDF Awards Committee includes Member representation from equity-seeking groups:

I am a professional student (I am enrolled in a University of Toronto professional graduate program)

I am a Caregiver (i.e., I have dependents)

I am registered as an International Student at the University of Toronto (i.e., I pay international tuition fees)

I identify as a Woman

I identify on the Trans Spectrum (e.g., trans, non-binary, genderqueer, agender, etc.)



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I identify as Black, Black-African, Afro-Canadian, and/or Afro-Caribbean

I identify as Indigenous (Turtle Island), First Nation, Metis, and/or Inuit

I identify as a Person of Colour

Declaration of Applicant Information

By signing below, I declare that the information presented in this application is accurate, honest, and complete. I also declare that I am currently a UTGSU Member. I understand that should this form, or any part of my application be incomplete upon submission, or should my application contain falsified or inaccurate information, that my application will be disqualified from the GCDF Awards Committee Member selection process. I also understand that if selected to serve on the GCDF Awards Committee Member, I will: maintain the confidentiality of all applicants and the information contained within GCDF Award applications; attend regular GCDF Awards Committee meetings as called by the Committee Chair; adhere to all application adjudication instructions as delegated by the UTGSU Finance Committee; adhere to the UTGSU's principles of promoting equity and advocating for equity-seeking groups; be respectful of the views of other GCDF Awards Committee Members; and, declare to the Committee Chair any conflicts of interest I may have with any GCDF Award applicants and/or applications.

Signature: _____

Date: