Policy for the Seneca Student Federation Student-Led Initiative Fund

Updated May 2026

Purpose:

Student-led initiatives are an important part of the dynamic student experience curated and supported by the Seneca Student Federation (SSF), as well as supporting Seneca Polytechnic's (Seneca) focus on experiential learning. This policy provides a framework to support and encourage student-led initiatives, providing funding for approved initiatives. By empowering students to lead in creating innovative programs, events, and activities, the Seneca Student Federation aims to foster a vibrant and engaged student community that enhances the student experience and contributes to the overall mission of the SSF and Seneca.

The purpose of this policy is to provide guidelines for allocating funding from the SSF Student-Led Initiatives Fund to student-led events at Seneca. The Fund aims to empower students by involving them in creating innovative presentations, demonstrations, lectures, work groups or round table discussions that enhance their peers' educational experience.

Scope:

This policy applies to all who seek funding from the Seneca Student Federation Student-Led Initiative Fund.

Eligibility:

Any student-led event that meets the following criteria is eligible for funding:

a. The event must be organized and led by currently enrolled students of Seneca Polytechnic.
b. The event must be open to all members of the campus community.
c. The event must align with the SSF and Seneca Polytechnic's values and policies.
d. The event must have an academic focus – concerts, parties, SSF Club event's and initiatives, and other non-academic events will not be funded. Activities that are an academic requirement or result in a credit or certification will not be funded.
e. Student-led initiatives must have a faculty or staff advisor who will provide guidance, support, and oversight throughout the planning and execution phases of the initiative.
f. The intended audience of the initiative must be 20 or above.

Funding Parameters:

a. The maximum amount of funding available for an initiative is $5,000.
b. Funding will be provided via invoice payment for vendors or journal vouchers to the academic department that supports the event. For any additional incidental costs related to the initiative, an "Instacard" (i.e. gift card) can be requested in advance from the Finance department with a list of expected purchases. Receipts will be required to reconcile all expenses.

Application Process:

Students must submit a completed application form that includes the following information at least six weeks before the event:

- Title and description of the initiative.
- Goals and objectives and expected outcomes of the initiative.
- Timeline for the initiative, including event date and planning and execution phases.
- Budget and funding sources, if applicable, and amount requested.
- List of collaborators, if any.
- A letter of support from a professor or student advisor who will support the initiative.
- Plan for measuring success and impact.

Allocation of Funds:

The Seneca Student Federation will determine the allocation of funds. Applications are evaluated based on the criteria developed with the Seneca Student Federation and outlined in this policy, as well as the availability of funds.

Recognition and Reporting Requirements:

a. The Seneca Student Federation will be invited to the event, and recognition will be provided in promotional materials, social media, and event-related communications.
b. After the event, the student, organization, or group must submit a final report to info@ssfinc.ca.
c. The report must include an evaluation of the event's success, attendance figures, and a detailed accounting of how the funds were used.
d. The report must also include any suggestions for future improvements or recommendations for future events.