Department of Mechanical Engineering Student Group Funding Application

This document is for Competition Teams and Professional Association Student Chapters to request funding/support from the MECH Department. Club Mech and MEGA should also use this funding application to renew their space and/or funding requests.

# Definitions:

Competition Team: A student design competition team who is completing a project to compete in a sanctioned competition, and is eligible for membership in the Engineering Student Team Council.

Professional Association Student Chapter:  
A student chapter or local chapter of a national or international professional association or society related to engineering.

Student Groups: A collective term for competition teams, professional association student chapters, and Mech groups. It does not include student government (Club Mech), which has a different set of regulations under the AMS.

Mech Group: A group that considers Mech to be their “home” department, and agrees to be bound by the rules and guidelines put in force by the Department of Mechanical Engineering, the Faculty of Applied Science, the University of British Columbia and, for Competition Teams, the Engineering Student Team Council. Groups with any of the following characteristics must become a Mech Group (but may have additional affiliations): groups with assigned space in the Mech Department, groups which do their accounting with Mech. Teams who do not meet these characteristics may still choose to become a Mech group if they wish.

Mech Affiliate: A group that has another “home” department but wishes to still have a strong affiliation with the Department of Mechanical Engineering can apply to be an affiliate group. Mech Affiliates will lose their standing if they lose their standing in their home department.

Mech Supported Group:  
A group that does not have a strong affiliation with the mechanical engineering department, but wishes to apply for financial or in-kind support.

Returning Groups: Student Groups who had status in the previous academic year.

New Groups: Student Groups who did not have status in the previous academic year.

# Requirements:

To maintain or renew their status with the Department of Mechanical Engineering, each student group must provide the information specified in the table below by the application deadline of each year. Teams are requested to use the attached template to format their submissions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Requirement | Mech Group | Mech Affiliate | Supported Group | Exceptions / Notes: |
| Basic Information | Group Name | X | X | X |  |
| Home Department |  | X | X | New Groups: Please provide your previous home department, if applicable |
| Affiliated National / International Organizations | X | X | X | As applicable |
| Competition / Conference Name, Date, Location | X | X | X | As applicable |
| Primary Faculty Advisor | X | X | X |  |
| Mech Faculty Advisor | X | X |  |  |
| Community / Alumni / Other Faculty Advisors | X | X | X | As applicable |
| Website | X | X | X |  |
| Group generic email | X | X | X | Please provide a generic email address that will reach the group’s leadership each year |
| Roster Information | Team Executive Roster | X | X | X | Must include names, student numbers, positions, department, year level, contact phone, contact email. Positions must include Chair/Captain/Something, Treasurer, Safety Officer. Joint appointments are okay. |
| Returning Members Roster | X | X |  | Must include names, departments, and year levels. Would ideally also include any position / title information and student number. |
| New group member roster | X | X |  | Must include names, departments, and year levels. Would ideally also include any position / title information and student number. |
| Membership | Membership Policies | X | Optional |  |  |
| Recruitment Plan | X | Optional |  |  |
| Diversity Plan | X | X | X |  |
| Membership Management / Sustainability Strategy / Succession plan | X | X | Optional |  |
| Learning | Long-term learning goals for the group | X | X | X | New groups must discuss how the proposed group overlaps and/or complements existing groups. |
| Current year learning goals for the group | X | X | X |  |
| Collaboration plans | X | X | X | Where applicable, collaboration or peer support plans with other groups on and off campus, local or national / international |
| New group member training and mentorship plan | X | Optional |  |  |
| Senior member continuing professional development plan | X | Optional |  |  |
| Academic Success Plan | X | Optional |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Safety | Safety training plan | X | Optional |  |  |
| Safe working environment plan | X | Optional |  |  |
| Supervision rules | X | Optional |  |  |
| PPE rules | X | Optional |  |  |
| Safety Audit | X | Optional |  | Should be submitted as an appendix |
| Outreach & Promotion | Outreach Plan | X | Optional | Optional |  |
| Promotion Plan | X | X | Optional |  |
| Web article with photo for [www.mech.ubc.ca](http://www.mech.ubc.ca) | Min. 2 | Min. 1 | Optional | Not required for funding application deadline; submit at any point in the following year. Must be ready-to-print; may be repurposed. |
| Provide five still images and/or videos with captions for the CEME display cases or other promotional uses by the Department | X | X | Optional | Not required for funding application deadline, but early submission is encouraged. |
| Report of actual spending from the previous year | X | X | X | Not required for new groups. |
| Budget and Schedule | Summary and Detail budgets for the year ahead | X | X | X | New groups: three year projection required. |
| High-level schedule | X | X | X | High-level schedule of milestones, events, and activities |
| Support Request | X | X | X |  |
|  |  |  |  |  |

# Student Group Yearly Report Template

The following pages are a template for you to use for your funding application/report.

Feel free to edit the styling, etc. to match your group, but keep the same sections/headings, and restrict your first page to only the information shown on the first page of the template.

If you feel a section doesn’t apply, briefly comment why and move on to the next section. Additional sections can be added if you feel it is appropriate to your particular group’s circumstances.

Returning groups should provide results / a report from the previous year in addition to next year’s plan. Failure to do so will impact the amount of funding allocated for the coming year.

Decisions for support requests are made based on a holistic reading of your application, but funds are taken from a fixed total pool – we unfortunately don’t have the means to meet every request. Although we read every request holistically, several areas are given particular emphasis. These are:

* Safety
* Diversity, inclusion, and membership policies
* Organizational capacity – succession planning
* Contributions to the Mech community and student learning
* Collaborative activities
* Fiscal responsibility and need
* # of Returning Mechs
* Likelihood of Positive Outcome

Group Name

Home Department

Affiliated National / International Organizations

Competition / Conference Name, Date, Location

Primary Faculty Advisor

Mech Faculty Advisor

Community / Alumni / Other Faculty Advisors

Website

Group generic email

Standing being applied for

# Roster Information

## Team Executive Roster

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Position | Department | Year Level | Student # | Email | Phone |
|  | Chair |  |  |  |  |  |
|  | Treasurer |  |  |  |  |  |
|  | Safety Officer |  |  |  |  |  |

## Returning Members Roster

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position\* | Department | Year Level | Student #\* |
|  |  |  |  |  |
|  |  |  |  |  |

## New Group Member Roster

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position\* | Department | Year Level | Student #\* |
|  |  |  |  |  |
|  |  |  |  |  |

\*Not required, but appreciated, as this information may help inform departmental recommendations for scholarships or other awards.

# Membership

## Membership Policies

Please list all membership policies pertinent to your group, including but not limited to:

* Requirements for joining;
* Classes of membership, if applicable;
* Limitations on number of members;
* Membership selection criteria, if applicable;
* Organization leadership selection;
* Minimum participation requirements.

## Recruitment Plan

Please briefly outline how you attract new members and help them make an informed decision about joining your group. For new groups, please provide an in-depth plan to attract a sufficient base of members. We are interested in how you plan to recruit new members initially, but also what plans you have made to help foster a strong commitment from them throughout the year.

## Diversity Plan

Please provide a plan of how your group will promote and support diversity both within your group and within the profession. Groups are expected to promote professionalism and create a welcoming, supportive, and inclusive environment for everyone who is in contact with them. Groups should have clear expectations on appropriate behaviour, and have a policy for dealing with inappropriate behaviour and harassment. Note that we are looking for diversity in various ways – gender, engineering discipline, year level, faculty, etc.

## Membership Management / Sustainability Strategy / Succession Plan

Please provide a plan of how your group will manage its membership over time, and ensure that your group has plans for succession. Please also discuss what measures your group takes to ensure sustainability of your activities over time – maintaining people, tools, space, and knowledge base.

# Learning

## Long-Term Learning Goals for the Group

Please list the overall objectives of your group. New groups must discuss how the proposed group overlaps and/or complements the existing groups.

## Current Year Learning Goals for the Group

Please detail the specific objectives you will be targeting this year – your priority areas.

## Collaboration Plans

Please provide a list of the types of collaboration you take part in, and with which groups. We are interested in all types of collaborations, but are particularly interested in cross-group collaborations, cross-institution collaborations, and industry collaborations (include industry associations). Details are appreciated.

## New Group Member Training And Mentorship Plan

Please outline the training process for new members, and how you support their development during their first year in the group.

## Senior Member Continuing Professional Development Plan

Please outline how your senior members continue to develop and benefit from being part of your group.

## Academic Success Plan

Please detail any policies or programs that help ensure your group members do not experience academic difficulty as a result of their commitment to the group.

# Safety

Ensuring that all of our teams and groups are operating in a safe manner is of the utmost importance to the Department. Teams who do not submit sufficient/detailed information for the following sections will not be allocated funding until the committee is satisfied with the revisions submitted by the team/group.

## Safety Training Plan

Please provide a detailed outline of your safety training requirements for new members, and refresher requirements for returning members.

## Safe Working Environment Plan

Please discuss how your group will ensure that all of the environments it undertakes activities in will be managed for a safe working environment, including enforcement.

## Supervision Rules

Please detail any policies about how and when members can work on group activities, or what types of supervision or environment must be present, and how you will enforce that.

## PPE Rules

Please specifically specify your PPE rules, and how you communicate them to your group.

## Safety Audit

Please attach a safety audit to this appendix. A suggested template is available.

# Outreach and Promotion

## Outreach Plan

If your group engages in outreach, please provide details here.

## Promotion Plan

Please provide details of how your group promotes what you do, within the Department, within the Faculty, within the University, and within the larger community.

Please specifically discuss how you will meet these requirements (per the table in the Requirements section):

* Web-ready article(s) and photos for [www.mech.ubc.ca](http://www.mech.ubc.ca)
* Providing images and/or videos with captions for the CEME display cases or other promotional uses by the Department

# Budget

## Report Of Actual Spending From The Previous Year

Please provide both a summary-level and detailed budget from the previous year. This must include both revenue and expenses.

## Summary And Detail Budgets For The Year Ahead

Please provide both a summary-level and detailed budget for the year ahead. This must include both revenue and expenses.

## High-Level Schedule

Please provide a high-level summary of milestones, events, and activities and their corresponding dates.

# Support Request

Please detail everything you are requesting from the Department on this page. Requests for funding/support not summarized on this page (but included elsewhere in the document) will not be considered.

## Space

* Request to retain current space (state where current space is)
* Request to retain some current space but share with a new group
* Request new space based on agreement with an existing group
* Request new space; no arrangements made

Please detail the space(s) being discussed or needs for space, and include details of what space you have from other sources.

## Accounting Assistance

* We currently have accounts with Mech and wish to retain them
* We do not have accounts with Mech, but wish to request accounting with them
  + If you previously did accounting elsewhere, where?
* We do our accounting elsewhere (state where)

Note that all money deposited into and/or distributed from a University account becomes University funds. Equipment, goods, and supplies purchased from a Department or Faculty account will remain property of that said Department and/or Faculty.

## Machinist Time

We request X many hours of machinist time to answer questions or provide support to our group, at a value of $60/hour. Please note that redemption of any granted time must go through Markus Fengler, and is subject to workloads in the shop.

Detail of request:

## Electronics Technician Time

We request X many hours of electronics technician time to answer questions or provide support to our group, at a value of $60/hour. Please note that the redemption of any granted time must go through Glenn Jolly, and is subject to workloads in the shop.

Detail of request:

## Financial – Operations Support

We request $X in operations support to our overall budget.

## Financial – Conference/Travel Support

We request $X per person to support Y participants in \_\_\_\_\_\_\_\_\_\_\_\_\_ conference/event.

People using this option must provide an additional breakout budget, per the table below:

### Conference/Travel Support Breakout Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expenses | | | | |
| Item | Cost | # People | Total Cost | Comments |
| Transportation |  |  |  |  |
| Accommodation |  |  |  | (indicate if rooms are shared) |
| Registration |  |  |  |  |
|  |  | Total | Total | Cost/Person |
|  |  |  |  |  |
| People Listing |  |  |  |  |
| Name | Department | Year | Position | Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | Total # Mechs |
|  |  |  |  |  |
| Confirmed Revenue For This Conference / Travel (all Sources) | | | | |
| Sponsor | Amount | Confirmed? |  | Directed? |
| (Industry Sponsors) |  |  |  |  |
| (PAF) |  |  |  |  |
| (Gage) |  |  |  |  |
| (Other Depts) |  |  |  |  |
| Group General Funds |  |  |  |  |
| Personal |  |  |  |  |
|  | Total |  |  |  |
|  |  |  |  |  |
| Unmet Need |  |  |  |  |

It is expected that all individuals make a contribution to their own attendance at any event.

## Request Summary

Standing:

Space:  
Accounting:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Units** | **Unit Price** | **Total** |
| Machinist Time | hrs | $60/hr | $ |
| Electronics Technician Time | hrs | $60/hr | $ |
| Financial – Operations Support | - | $ | $ |
| Financial – Conference / Travel Support | - | $ | $ |
|  |  |  | **$** |

# Appendix: Safety Audit

These pages are provided to the safety committee for evaluation and their records, and must be posted in your space. Many sections can be copied from or elaborations from the safety section in the main document.

## General Information

* Workspace Location
* Safety Officer and Contact
* Emergency Contacts
* Sponsoring Faculty Member and Contact

## General Safety Practices

* Describe your general approach to safety, general safety procedures, general guidelines that are followed
* Describe how incidents are documented, investigated, and how resulting recommendations will be implemented

## Safety Training Standards

* Describe the minimum safety training standards members of the team must meet, how that training is conducted, and how you track who has done what / who is able to be in your space
* If multiple tiers of responsibility and corresponding safety training are present, describe each
* If specific tasks or equipment can only be done by members with certain training, describe the additional training and indicate how you track who can do what

## Supervision

* Describe supervision requirements for your space
* Describe how supervision requirements are enforced

## Hazard Assessment

* Determine what hazards are present in your workspace. Describe the methodology used for identifying each hazard.
* Identify as many hazards as exist using the following structure. Use one table per hazard.

|  |  |  |
| --- | --- | --- |
| Job Location: | Analyst: | Date: |
| **Task Description:** | | |
| **Hazard Description:** | | |
| **Hazard Control:** | | |

Incomplete audits may be rejected, with a requirement to re-write the report within two weeks. Audits rejected a second time may lead to loss of space and/or funding.