

# PAF General Funding Application 2023/24 - Handbook

## Professional Activities Fund - Projects

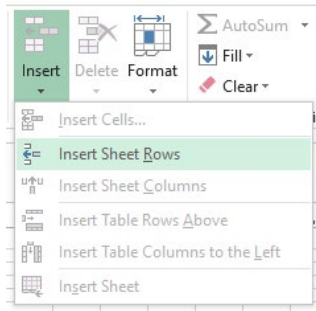
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Welcome! This handbook serves as a comprehensive guide to the 2023/24 application process for the Super Application and the Professional Activities Fund, also referred to as the SuperApp and PAF respectively. Please note that this handbook pertains specifically to PAF Term 1, as Term 2 has a separate application process. For further information, please refer to the [PAF website](#).

We recommend keeping this handbook open while completing the funding application. If you have any questions, please don't hesitate to reach out to [studentgroups@apsc.ubc.ca](mailto:studentgroups@apsc.ubc.ca). For PAF-related inquiries, kindly contact the PAF coordinator at [paf@apsc.ubc.ca](mailto:paf@apsc.ubc.ca). We welcome your suggestions and are committed to continuous improvement.

### Before you begin:

1. **Formulaic Cells:** The funding application includes numerous embedded formulas. To ensure accurate budget summaries, please focus on filling out or editing the cells highlighted in orange ONLY.
2. **Inserting Rows:** If you run out of space to list down expenses or income, please navigate to Home>Cells>Insert and then Insert Sheet Rows. Other methods may be locked to prevent breaking the tables.



3. **"dataval" Sheet:** You may notice a hidden sheet titled "dataval" in the spreadsheet. Please refrain from making any changes to this sheet, as it contains pre-determined funding amounts for PAF and significantly impacts your eligibility for funding. If we notice any changes, you will be asked to resubmit.
4. **File Format:** Please upload your spreadsheet as an Excel file. PDF submissions will not be accepted.



## Non-PAF Income & Dept. Funding

This section combines two parts: Total Income for your student group and Departmental Funding requests. The Number of Students and % Representation are automatically calculated from the roster, but please double-check to ensure accuracy. Please list any funding requests you have, referring to the full list of available departmental support on the Student Group Resources website.

For the departments to fund your group, they require information on your student population and % representation. Request an appropriate amount from each represented department. In the 'Proposed Use' column, provide details on what your team will use this funding for (i.e. \$500 toward travel expenses for Formula SAE 2022 competition). Your department will need to see detailed information here as a rationale for approving your funding request.

Department	Number of Students	% Representation	Amount Requested	Proposed Use
CHBE	0	0%		
CIVL	1	2%		
EECE	25	47%	\$ 4,000.00	Electronic Components + Travel
ENPH	6	11%	\$ 500.00	Electronic Components
ENVE	0	0%		
GEOE	0	0%		
IGEN	3	6%		
MANU	0	0%		
MTRL	1	2%		
MECH	4	8%		
MINE	0	0%		
SBME	1	2%		

Department	Number of Students	% Representation	Amount Requested	Proposed Use
CHBE				
CIVL	10	77%	\$2000	Upgrading equipment in our lab space (new drills, bits, and safety equipment) and funding for material costs (steel purchase and machining cost)
EECE	2	15%	\$500	Money for travel expenses for 2022 competition
ENPH				
ENVE				
GEOE				
IGEN				
MANU				
MTRL				
MECH	1	8%	\$200	Money for material expenses (steel purchase, machining costs) and tool maintenance and upkeep
MINE				

SBME				
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For the Income section, please mention the team balance as of the specified date.

Income 2023-2024 (Do NOT include PAF here)								
Income Category	Source of Income	Total amount/value received (in CAD)	Duration of funding (if multi-year contribution)	Amount previously spent	Amount reserved for future years	Amount to use this year	Received?	Notes
Total Discount Value	N/A	N/A	N/A		\$ -	\$ 429.00	Both Expected & Acquired	N/A
Current Team Account Balance	N/A	N/A	N/A			\$ -	N/A	N/A
Department Funding	Multiple	N/A	N/A		\$ -	\$ -	Expected income	N/A
Sponsor - CASH	ABC Industry (Exam	8000	4	3000	\$ 2,000.00	\$ 3,000.00	Received	3000+3000+1000+1000

This year, we have added columns to accommodate for multi-year funding. Columns D-F should only be filled if your funding involves a multi-year plan. The "Amount to use this year" column determines the income received/expected for the current year. The top 3 rows are calculated automatically from previous data entered. If you are holding funds for future years, please include this carry-forward amount.

### Project1/2/3/4/5

These sheets apply to **PAF - Design Projects** and **PAF - Other Projects**. The Competition Expenses, if applicable, are now combined here. You no longer need to worry about Pivot Tables! Please make sure to look through the [PAF Projects Guidelines](#) before continuing with this section. For each project you're applying to PAF for, you must fill out the necessary information - this is separated into sections focusing on:

**Application Information:** Fill out the name, type of application (Design Project/Clubs+Chapters/E-IDEAS/Other), principal applicant information, and primary associated group (if any).

Application Information		
Project Name		INCOMPLETE
Type of Application	Select choice here	INCOMPLETE
Principal Applicant's Name		INCOMPLETE
Student Number		INCOMPLETE
Department/Program	Select choice here	INCOMPLETE
Email		INCOMPLETE
Secondary Email		INCOMPLETE
Phone		INCOMPLETE
Primary Associated Group	Select choice here	INCOMPLETE

**Faculty Information:** If your group has a faculty advisor, write down their information here.

Faculty Information		
Faculty Advisor Name		INCOMPLETE
Email		INCOMPLETE
Department	Select choice here	INCOMPLETE
Other Faculty Advisor Name		Optional
Email		Optional
Department	Select choice here	Optional

**PAF Funding Information:** Answer some questions regarding your group’s other PAF applications (if any).

PAF Funding Information		
Has this project been previously funded by PAF?	Select choice here	INCOMPLETE
Did you collect the full amount of PAF funding for this previously funded project?	Select choice here	INCOMPLETE
Has your organization submitted other applications in the 2022-2023 funding cycle?	Select choice here	INCOMPLETE
If yes, please list the other applications (Application Title - Applicant's first and last name)		INCOMPLETE

**General Information:** This section tells us more about the project you’re pursuing. We ask about your project’s end goals (any competition involved?), learning impact, and more.

General Information		Word Count	Max Words
<b>Project Summary &amp; Scope:</b> Describe the project and how it meets PAF’s long term goals of supporting professional development activities. Describe where and how you will conduct this project. Include your short- and long-term goals.	INCOMPLETE	0	300
<b>Project End Goals:</b> If this project will be presented at a competition, provide details on the competition (name, location, goals, logistics). Provide a link to the competition website. If not, explain how the project contributes to your team’s long-term learning goals.	INCOMPLETE	0	300
<b>Student Learning Impact:</b> What is the impact on student learning? How will this project contribute to or continue to ensure the development of the professional skills of engineering students? What are the direct, short-term, and long-term benefits?	INCOMPLETE	0	300
<b>Transition Planning:</b> If parts of this project will be carried forward over a transition period, briefly outline your mechanisms for succession. Ensure to mention how your leadership structure (eg. subteams) contributes to this.	INCOMPLETE	0	300
<b>Capital Purchases:</b> Explain the need for a new piece of equipment and plans for its storage, safe usage, and maintenance. Indicate why this purchase cannot be funded through any other source, such as the EDTC referendum.	INCOMPLETE	0	500

**Project Timeline (Optional):** Write down the expected timeline for the project. Note that PAF can only fund activities from September 1<sup>st</sup> to August 31<sup>st</sup>, but please do provide detail if your project will extend past that timeline. We also ask for a summary of the expense amount incurred/expected for each milestone. You’re welcome to reformat the timeline table catered to your group if needed.

Project Timeline (Optional)	Timeline	Expenses	
Past Milestones			
September			2023-24
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			
Fall			2024-25
Winter			
Summer			
(Continue adding years below if your project continues past the last listed year)		Total: \$	-

**Risk Management (Optional):** Write about the expected risks for your project, including project risks, financial risk & legal risk (if any).

Risk Management (Optional)		Word Count	Max Words
<b>Project Risks:</b> Detail how your team plans to address any project risks, including but not limited to: transportation and procurement of construction resources, storage, active construction work and testing, access control and security, waste management.		0	500
<b>Financial Risk:</b> Address how your team plans to deal with the financial requirements for this project - will you be applying for funding from UBC? Are you receiving funds/in-kind services from sponsors? Does your team have a dedicated treasurer?		0	150
<b>Legal Risk:</b> Will your proposed activities require any new permissions or resources from APSC? Are you signing a contract of any sort or making a financial commitment with external parties? Does this project contain a non-disclosure agreement?		0	150

**Detailed Expenses:** Provide the full details of your team’s planned expenses for the coming year. Ensure you are factoring in potential unseen costs including: duties, contingency, express shipping, etc. Provide a summary of your group’s budget for the coming year. Please be wary if copy-pasting the data from another source, as the Category column is referenced in other sheets and **must not be named differently - ONLY PICK FROM THE DROP DOWN.**

ITEM	CATEGORY	QUANTITY	AMOUNT/UNIT	TAX + SHIPPING	CURRENCY	SUBTOTAL	TOTAL	SUBTOTAL IN CAD	TOTAL IN CAD	Link to Source	Quote Supplement?	Discount %	REFERENCE (Briefly explain use, justify cost, explain in-kind donation amount if expected)
Steel boots (Example)	Competition	5	\$ 20.00	\$ 5.00	EUR	\$ 100.00	\$ 105.00	\$ 143.00	\$ 150.15	<a href="#">Link</a>	Yes	0%	Safety during competition
1/8" Aluminium (Example)	Prototype	4	\$ 357.00	\$ 2.00	CAD	\$ 1,428.00	\$ 1,430.00	\$ 1,428.00	\$ 1,430.00	<a href="#">Link</a>	No	30%	To make the main body, Cheapest option

While the subtotal/total columns and CAD conversions are calculated automatically, the main numbers are referenced from Column J - Total in CAD. **Please ensure that this column is not left empty for any expenses listed.**

You may provide a link to the original source of the expense or upload a receipt under the Optional Attachments section of the Super Application form. If you have received a quote for your purchase (in other words, the company is partially subsidising the purchase), please indicate so in Column L and also note down the Discount as a percentage. For any additional notes, please use the References column. If your expense was an in-kind donation (e.g. gifted to you), please note so in Non-PAF Income & Dept. Funding sheet.

**Note:** If you're applying for a Professional Development (PD) Event, you do not need to fill out the Projects sheet with the same information.

### PD1/2/3/4/5/6

A PD Opportunity provides students an opportunity to grow their professional skills through a variety of factors, including but not limited to: learning new skills, discussing key ideas and concepts, challenging understanding of certain mechanics or principles, providing practical experience with recruitment skills such as interviews, etc.

The PD sheets, otherwise known as Professional Development Opportunity sheets, have a similar structure to the Project sheets, but ask for more specific categories. Please remember to go through the [PAF Guidelines for PD Opportunities](#) to understand how the funding calculations work!

This section is intended for networking nights, skill-building workshops, and similar events. Note that a maximum of 5 Design Projects + PD Opportunities will be funded by PAF. Please do not edit the cells highlighted in **yellow**.

**Application Information:** This section collects basic information about the applicant. All communications will be conducted through this contact. Enter details about the event, such as the department involved, team email, and so on.

Application Information		
PD Opportunity Name		INCOMPLETE
Principal Applicant's Name (First Last)		INCOMPLETE
Department/Program		INCOMPLETE
Team Email		INCOMPLETE
Secondary Email (Personal or Alternate Team)		INCOMPLETE
Primary Associated Student Group		INCOMPLETE

**PAF Funding Information:** Fill up this section similar to the Projects Sheet - Answer some questions regarding your group's other PAF applications (if any).

PAF Funding Information		
Has this project been previously funded by PAF?	Select choice here	INCOMPLETE
Did you collect the full amount of PAF funding for this previously funded project?	Select choice here	INCOMPLETE
Has your organization submitted other applications in the 2020-2021 funding cycle?	Select choice here	INCOMPLETE
If yes, please list the other applications (Application Title - Applicant's first and last name)		INCOMPLETE
		INCOMPLETE
		INCOMPLETE

**Faculty Information:** If your project has a faculty advisor, enter here. PD Opportunities are not required to have one, but may if they wish.

Faculty Information		
Faculty Advisor Name (First Last)		INCOMPLETE
Email		INCOMPLETE
Department		INCOMPLETE
Other Faculty Advisor Name (First Last)		Optional
Email		Optional
Department		Optional

**General Information:** This is where we ask about your PD Opportunity. What kind of event is it? How is it beneficial/impactful? This helps us determine the legitimacy of the event and assess the funding eligibility.

General Information		Word Count	Max Words
<b>Project Summary</b> Concisely summarize the PD opportunity. (What is the event, who specifically does it benefit, what is the goal?)		INCOMPLETE	0 / 150
<b>Impact on UBC Engineering Student Learning</b> Explain how this opportunity benefits engineering undergraduate students, what are the short and long term benefits they will gain? (include whether it is for a specific sub-team or the entire team)		INCOMPLETE	0 / 150

**Guest Speakers:** Fill up this section if your event has guest speakers.

Guest Speakers	
Number of Speakers	
If you are inviting speakers or guests, please provide a brief description of how many speakers, their areas of expertise, and the benefit they will provide attendees.	



**Projected Engineering Attendees:** Enter the expected quantities for UBC/non-UBC engineering attendees. This information is necessary to determine your eligibility for funding. Please note that non-UBC engineering students will not be considered when calculating per-person food amounts.

**Projected Non-Engineering Attendees:** Provide the expected quantities for non-engineering attendees. We are interested in understanding the overall demographic of your event.

Projected Engineering Attendees			Projected Non-Engineering Attendees		
GROUP	NOTES	QUANTITY	GROUP	NOTES	QUANTITY
UBC Undergraduate Students		20	Undergraduate Students		
Non-UBC Undergraduate Students			Graduate Students/Post-Docs		
UBC/Non-UBC Graduate Students/Post-Docs			Faculty		
Faculty			Staff		
Staff			Alumni		
Alumni			Industry		
Industry			Other		
Other			Total Engineering/Non-Engineering Attendees		20

**Detailed Expenses:** This section requests the expected or confirmed expenses related to your event. Ensure that your expenses are categorized correctly, as funding calculations are done individually for each category.

	A	B	C	D	E	F	G	H	I
46	<b>DETAILED EXPENSES</b>								
47	<b>ITEM</b>	<b>CATEGORY</b>	<b>QUANTITY</b>	<b>AMOUNT/UNIT</b>	<b>TAX + SHIPPING</b>	<b>CURRENCY</b>	<b>TOTAL</b>	<b>TOTAL IN CAD</b>	<b>REFERENCE (Briefly explain use an</b>
48	2-DAY Booking @ XYZ	Venue	1	\$ 2,000.00	\$ -	CAD	\$ 2,000.00	\$ 2,000.00	XYZ Centre
49	Lunch from ABC	Food	100	\$ 30.00	\$ 12.00	CAD	\$ 3,012.00	\$ 3,012.00	Catering from ABC
50	Appreciation Kits	Gifts	25	\$ 5.00	\$ 5.00	CAD	\$ 130.00	\$ 130.00	Snacks for guest speakers
51	Signboards	Workshop Supplies	1	\$ 150.00	\$ 5.00	USD	\$ 155.00	\$ 207.70	For displaying event name

A summary of the eligible funding for this event can be found in cell F44.

Eligible PAF funding	
Food	\$ 170.00
Venue	\$ 600.00
Gifts	\$ -
Workshop Supplies	\$ 120.00
<b>Total Eligible Funding</b>	<b>\$ 890.00</b>

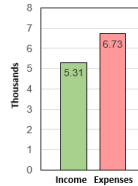
### Other Expenses

This sheet covers all other expenses for your student group, such as Capital Purchases, Consumables, and Administrative/Marketing Costs. Fill in the tables similar to the Project sheet, but detailed information is not required here. This data is primarily used to calculate the budget deficit. PAF has specific guidelines and definitions for these expenses – ensure you have reviewed them thoroughly.

## Total Summary

This sheet provides an overview of all the information you have entered so far. The eligible funding amounts can be found in the yellow cells. For example, if you have 5 Design Projects and 5 PD Opportunities listed, indicate the 5 you want to consider for PAF after reviewing the eligible funding amounts. Then fill in the requested funding amount in the corresponding orange cell.

	A	B	C	D	E	F	G	H	I	J	
1	<b>Budget Summary</b>										
2	<i>If you wish for an item to be considered for PAF, please check Column I. Otherwise it will not be considered in the calculations.</i>										
3											
4	<b>Team Balance:</b>		<b>As of:</b>								
5	\$	-	January 8, 2023								
6											
7	<b>Budget Summaries</b>	<b>Discount Value</b>	<b>Eligible Project Members</b>	<b>Project Expenses</b>	<b>Competition Expenses</b>	<b>Eligible Project Funding</b>	<b>Eligible Competition Funding</b>	<b>Eligible Project + Comp. Funding</b>	<b>Consider for PAF?</b>	<b>Requested PAF Funding</b>	
8	Project 1	\$ 429.00	1	\$ 1,430.00	\$ 150.15	\$ 715.00	\$ 75.08	\$ 790.08		\$ 2,500.00	
9	Project 2	\$ -	2	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
10	Project 3	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
11	Project 4	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
12	Project 5	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
13											
14	<b>Budget Summaries</b>	<b>Venue Budget</b>	<b>No. of Eligible Attendees</b>	<b>No. of Speakers</b>	<b>Expenses</b>			<b>Eligible Funding</b>	<b>Consider for PAF?</b>	<b>Requested PAF Funding</b>	
15	PD Opportunity 1	\$ 250.00	20	0	\$ 1,237.02			\$ 450.00		\$ -	
16	PD Opportunity 2	\$ -	0	0	\$ -			\$ -		\$ -	
17	PD Opportunity 3	\$ -	0	0	\$ -			\$ -		\$ -	
18	PD Opportunity 4	\$ -	0	0	\$ -			\$ -		\$ -	
19	PD Opportunity 5	\$ -	0	0	\$ -			\$ -		\$ -	
20	Number of Projects and PD Opportunities to consider for PAF: 0										
21	<b>Budget Summaries</b>	<b>Discount Value</b>	<b>Expenses</b>	<b>Eligible Funding</b>	<b>Requested PAF Funding</b>						
22	Administrative & Marketing Costs	\$ 90.00	\$ 450.00	\$ -	(Administrative costs not PAF Eligible)						
23	Consumables	\$ 58.00	\$ 1,388.80	\$ 694.40							
24	Capital Purchases	\$ 1,038.50	\$ 2,077.00	\$ -	(Capital Purchases not PAF Eligible)						
25	10% Contingency	\$ -	\$ 4,205.97	\$ 420.60	(Not included below)						
26	<b>NET NON-PAF INCOME:</b>	\$ 4,615.50									
27	<b>NET ELIGIBLE PAF FUNDING:</b>	\$ 694.40									
28	<b>REQUESTED PAF FUNDING:</b>	\$ -									
29	<b>PAF FUNDS TO BE USED THIS YEAR:</b>	\$ -									
30	<b>REMAINING PAF FUNDING:</b>	\$ -									
31	<b>NET EXPENSES:</b>	\$ 6,732.97									
32	<b>NET INCOME:</b>	\$ 4,615.50									
33	<b>NET Remainder</b>	\$ -2117.47									
34											



At least 50% of funding must come from sources other than PAF.	
PAF	10.31%
Non-PAF	68.55%
	Eligible

All the cells in white (except the Consider for PAF section) are auto-populated from the previous sheets - **please do not edit them**. We mostly source the data from the Total in CAD sections. Here we can see all the amounts summarized from the previous sections, giving us an overall image of your team. If you believe that the values displayed on this sheet are incorrect, please ensure that you filled up everything thoroughly. Lastly, you can scroll down to see the Net Eligible PAF Funding: Ensure at least 50% of your funding comes from non-sources. Finally, you're done! Double-check everything before submitting. Good luck!