



CARLETON STUDENT ENGINEERING SOCIETY



Kostiuk Engineering Funding Collective Information Package

Winter 2024



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Overview

This document exists to inform CSES affiliated student groups and capstone teams about the Kostiuk Fund in the inaugural year of this funding process. This information is being kept up to date as things may change throughout the funding period. This document was prepared in collaboration with the CSES President, Vice-President Finance, Funding Chair, and CUESEF Chair.

CSES would like to thank all of our affiliates and capstone groups for their patience and support during this transition period to the new funding. Ongoing feedback collection and process alterations can be expected throughout the inaugural year to ensure KEFC is as effective as possible. Find the link to the feedback form in the Important Links section of this document.

What is KEFC?

Purpose

The goal of KEFC is to provide engineering student groups and capstones with a streamlined and all encompassing funding stream that can cover all the financial needs of the group. This funding opportunity is provided in cooperation with the Faculty of Engineering and Design, each engineering department (MAE, SCE, DOE, CEE), and CSES.

Dedication

This initiative would not be possible without the effort and direction of Dean Larry Kostiuk. Throughout the past 4 years Dean Kostiuk has consistently advocated for student-led initiatives and student group success. His legacy will impact our groups for years to come. For this reason, this funding has been named the Kostiuk Engineering Funding Collective, otherwise referred to as KEFC, “keff-cee”, or The Kostiuk Fund.

Collective Composition

The collective will comprise the following:

- From the Carleton Student Engineering Society: President, Vice-President Finance, KEFC Chair
- From CUESEF: CUESEF Chair, Departmental Representatives
- From the Faculty of Engineering and Design: Dean, Associate Dean, Student Success
- Students at Large: 2-3 undergraduate students enrolled in an engineering degree program



Finance Manager

To assist in the reporting, financial review, and management of club financials and purchasing, where related to KEFC. This manager is being hired on a part-time basis by the Faculty of Engineering and Design to organize and generally manage the disbursement, recuperation, and auditing of club finances as they relate to KEFC funding. This should alleviate the demands of an undertaking like KEFC, and provide a dedicated support person for group VP Finances. This year, the Financial Manager will be selected from the Collective. Going forward, the role will be better defined and expanded to encompass student group needs where appropriate.

Allocation and Eligibility

Funds for the establishment of KEFC were pooled from the following sources:

- Student Group Funding, CSES
- Departmental Funding, MAE/DOE/SCE/CEE
- Capstone Design Project Fund
- Faculty of Engineering and Design, Office of the Dean of Engineering
- EDC Sustainability Fund, FED
- CUESEF Carry-over (when available)

Student groups and capstone projects affiliated with CSES are eligible to apply for funding through KEFC.

What is covered under KEFC?

Funding Categories

Student groups are encouraged to apply for funding from any of the following categories:

- Equipment:
 - Furniture,
 - Storage fixtures,
 - Manufacturing costs,
 - Tools/Machines;
- Consumables:
 - Cleaning supplies,
 - Raw materials,
 - Office supplies;
- Events:
 - Supplies,
 - Food,
 - Prizes,



- Promotion;
- Conferences and Competitions*:
 - Delegate/competition fees,
 - Transportation;
 - Vehicle rentals,
 - Gas;
 - Accommodations;
- Custom Items*:
 - Apparel,
 - Swag;
- Software:
 - Project management or productivity,
 - Website domain fees;
- Banking:
 - Monthly fees,
 - Cheques and other financial supplies.

Exceptions

The following are exceptions to the categories above:

- Conferences or competitions already offered through CSES,
- Items that will be sold for profit or will be exclusive to members as a benefit of paid membership,
- Consumables for private events (not open to all members);
 - Ex: food for exec only meetings, or executive sweaters, etc.,
- Website hosting fees, when it is possible to host at no cost through CSES,
- The purchase of alcohol or any other substances.



Timeline

The following timeline is for the Winter semester funding, and is subject to change based on feedback and faculty availability. All due dates end at 11:59pm on the listed day.

Date	Event
January 8, 2024	Draft Applications Open
January 22, 2024	Draft Applications Close, Final Applications Open
January 29, 2024	Final Applications Due
January 31 - February 2, 2024	Presentations (slots to be made available on two of the listed dates)
February 7, 2024	Decisions Released
April 10, 2024	Yearly Report Due



Application

For the inaugural round of funding, a draft application period will be facilitated to give groups the opportunity to submit a draft for feedback from the collective members. This is an **optional** opportunity to acquire specific feedback, in advance of the final submission deadline. The draft and final applications will be nearly identical in terms of information required, with the exception of a specific feedback/question field in the draft form.

Information to Prepare

The following items should be prepared for the KEFC application:

- Faculty Supervisor name and email address (if applicable)
- Total number of students, and breakdown by department
- Proposal abstract, outlining how the proposed items will impact your yearly goals
- Safe storage plan, outlining how the proposed items will be securely stored
- History, outlining your groups' history at Carleton and any notable accomplishments
- Your President and Finances' availability for January 30th and 31st, 2023
- Completed documentation following the below linked formats (example filled files linked below)
 - [Application Spreadsheet Template](#)
 - [Application Quotes Template](#)
 - [Example Application Files](#)
- Your presentation outlining your general application and any key items you feel may need explaining.
 - This is not mandatory, and a lack of presentation will not be counted against your group in deciding final funding, however, a presentation can be a very useful tool and many of the best funding proposals contain one.

Application Best Practices & Advice

The following points are meant to guide you to the most thorough application possible. This section will be updated following the draft submission period to reflect lessons learned.

- Apply for everything you can justify
 - Funding can only be granted for what you ask for. Ask for anything you believe you may need or could use, so long as you can provide a solid justification for the request.
- Prepare comprehensive justifications for each item you request. A comprehensive request includes:
 - One or more quotes for items larger than \$500
 - A strong explanation of use case and need
 - Partial funding options
 - Storage arrangements for large or otherwise relevant items
- The collective will look most favorably upon requests that fit into one of the following:
 - Beneficial to a large number of engineering and design students



- Considered high priority for the group
- Related to advancing engineering or design excellence
- Not available through other streams
 - CUESEF
 - CUSA Student Initiative Fund (SIF)
 - CUSA Clubs Funding (if affiliated)
- Not already available through the school or other groups (ex. 3D printers, student group vehicle)



Presentations

Presentations will occur on the 30th and 31st of January. The presentations provide the student group President and VP Finance, or equivalent, to briefly present their application and answer any questions the collective has about the contents of the application.

Disbursement

One of the most significant changes differentiating KEFC from legacy funding streams is the ability to directly deposit approved funds into club bank accounts, or capstone departmental accounts. This will be facilitated through the setup and transition to CSES supported CIBC bank accounts for most student groups. Capstone project groups funds will be disbursed to their respective department provided bank account.

Purchasing

Purchasing will be self directed by student group Presidents and VPFs, or equivalent. That said, large purchases will prompt an email notification to the Financial Manager, and e-transfers will have to be approved by the Financial Manager. Spending limits for student group CIBC accounts are yet to be finalized, but should allow for the vast majority of purchase requirements. In the case that a purchase amount exceeds the limits defined by CIBC, the Financial Manager will be available to assist in completing the purchase.

Reports

Reports allow KEFC to directly disburse funds while maintaining accountability, checks and balances. These reports will require the submission of financial statements for October-November (December submission when available), and a ledger of all purchases made, including methods of purchase.



Frequently Asked Questions

How does this differ from CUESEF?

CUESEF is the Carleton University Undergraduate Student Initiative Fund. CUESEF was established in 1994 to provide supplementary funding for equipment and services required to improve the education of undergraduates in Engineering. The focus was primarily on laboratory updating, and other equipment that would benefit the education of a large number of undergraduate students. This past year, in response to aging labs, planning began to restore this focus. Starting this year, CUESEF will once again be reserved for long term initiatives that exist to further the interests of large numbers of students.

The opportunity to apply for CUESEF remains, but only for equipment that would exist to serve the broader C-Eng community. As an example, a design team would not be able to request equipment to create a paint booth in their bay. A design team, however, would be able to cooperate with faculty partners to submit a request that a paint booth be made available in a lab that design teams and independent students could use.

What will happen with residual or overdrawn funds?

Any funds approved and disbursed to the student groups that are not used by the end of the fall semester reporting period are to be stated in the report. These funds can be maintained by the student groups in their provided account until the next application period, in the Winter. At this time, student groups can request to use these funds towards items in their winter application. More information to come on the process for the winter residuals, at this time, it is projected that there will be a dedicated residual application form for this purpose.

Any expenditures beyond what was initially approved can follow a similar process. Student groups will be permitted to apply for the difference on the subsequent semester's application. Note that these supplemental applications are not guaranteed to be approved, and should not be relied upon.

Do Capstones qualify for a CSES bank account?

At this time, capstones will not qualify for a CSES bank account through CIBC. This is due to the existing accounts facilitated by the departments for most capstones. Depending on the demand, this option can be explored for future funding periods.



When will bank accounts become available?

The CSES finance team is dedicating the entirety of the week of September 25-29, 2023 to focus on coordinating with CIBC on this initiative. Bank Account Setup guide is to be released as soon as possible, and will be emailed to all applicable student groups. Bank accounts are expected to be fully set up before funding is released, and should not delay access to approved funds. We wholeheartedly appreciate your cooperation and continued patience in this ambitious endeavor, and look forward to getting all accounts setup and operational.

Important Links

Draft Application Submission Form - Currently Closed

[Application Spreadsheet Template](#)

[Application Quotes Template](#)

[Example Application Files](#)

[Final Application Form](#)

[Summary Document](https://tinyurl.com/KEFCSummary) - <https://tinyurl.com/KEFCSummary>

[Capstone Affiliation Form](https://tinyurl.com/KEFC-Capstone-2023) - <https://tinyurl.com/KEFC-Capstone-2023>

[The Future of Funding Presentation](https://tinyurl.com/KEFC-Intro) - <https://tinyurl.com/KEFC-Intro>

[KEFC Feedback Form](https://tinyurl.com/KEFC-Feedback) - <https://tinyurl.com/KEFC-Feedback>

Bank Account Setup - *COMING SOON*, Pending CIBC Confirmation

Acronyms

CEE - Civil and Environmental Engineering

CSES - Carleton Student Engineering Society

CUESEF - Carleton Undergraduate Engineering Student Equipment Fund

CUSA - Carleton University Student Association

DOE - Department of Electronics

FED - Faculty of Engineering and Design

KEFC - Kostiuk Engineering Funding Collective

MAE - Mechanical and Aerospace Engineering

SCE - Systems and Computer Engineering

SGF - Student Group Funding

SIF - Student Initiative Fund



Important Contacts

Group	Position	Name	Email
CSES	President	Kassidy Hammond	president@cses.carleton.ca
	Vice President Finance (interim)	Grant Wilson	finance@cses.carleton.ca
	Funding Chair	Michael Silveira	kefc@cses.carleton.ca
	KEFC Student Representative	Shelby Wensink	
	KEFC Student Representative	Maxwell Magnusson	
	KEFC Student Representative	Xavier Haziza	
FED	Dean	Larry Kostiuk	
	Associate Dean	Robert Langois	
	Student Group Finance Manager	Kassidy Hammond	financemanager@cses.carleton.ca
CUESEF	Chair	Michael Silveira	cuesef.chair@gmail.com
	Civil and Environmental	Alex Greer	
	Department of Electronics	Chris Cresencia	
	Mechanical and Aerospace	Grant Wilson	
	Systems and Computer	Ben Mostafa	