



## APUF 2023-24 Budget Guidelines

The Access Programs University Fund (APUF) is designed to support new and existing access programs that support students, who without intervention, would not traditionally access or thrive in post-secondary education.

Please refer to the following guidelines and parameters as you complete the [APUF 2023-24 Budget Form](#):

### 1. U of T services and vendors

We encourage you to propose the most economical options for expenditures related to travel, food, accommodation, etc. It is recommended that APUF applicants use existing University of Toronto resources and services where appropriate, including, technical supports, vendors, professional services, etc. Please consider relevant U of T / public sector vendor [procurement policies](#) as you submit related expenses.

### 2. Faculty time

Faculty time should be included as an in-kind support in the budget. APUF does not cover financial costs for faculty participation.

### 3. Staffing costs

A case should be made for staffing costs, including One Time Only (OTO) requests. Hourly wages must be commensurate with job function and duties. The APUF committee may request justification for wages that exceed average compensation levels as outlined by University of Toronto policies. Overall, staffing costs must align with the scope and duration of your proposed activities. Please consult your divisional CAO and /or HR Consultant for approval for the project staffing plans. For short term project staffing, please visit the [UTemp](#) website for recruitment protocols.

### 4. Incentives and Honorariums

Incentives (i.e., gift cards, honorariums, stipends for focus group/study participants and guest speakers) must not exceed 5% of the total budget.

### 5. Transportation/parking

The most economical means of transportation for participants is permitted. Parking is an allowable expense for off-site events directly related to implementation. Transportation and parking for staff is not an allowable expense.

**6. Research, training, and dissemination**

APUF does not cover research expenses. Costs associated with research, training and conferences that does not include or directly benefit participants of the access and outreach initiative are not permitted.

**7. Hardware and equipment**

Hardware and equipment costs are generally not supported through APUF. If the purchase of hardware and equipment is essential to the proposed initiative, please submit a clear rationale for why an exception should be made in this case. In these cases, cost-sharing at a minimum of 50% will be expected and a plan for security and retention of hardware and equipment must be included in your application.

**8. Unused funds and carry-over amount**

By the end of the first year, all costs except those related to project implementation must be expended. By the end of the second year, all costs including those related to project implementation must be expended. Any unused funds, as outlined in the final project report, will be required to be returned to the APUF to fund future projects.

*Carry-over*

Requests for funding extensions after 1 year (for funds other than implementation) must be made in writing to the Access Strategy & Partnerships Office for consideration **before the end of Year 1**. Late requests will be considered on a case-by-case basis. If a request for a funding extension is not made and/or approved, all unspent Year 1 non-implementation funding will be reabsorbed by ASPO for distribution to other initiatives.

**9. Budget modifications**

Requests for changes to the approved budget must be made in writing to [access@utoronto.ca](mailto:access@utoronto.ca) with a clear rationale for consideration.

**10. Sustainability**

Given the ongoing nature of access initiatives, it is important to consider the needs and expectations your initiative may create. Will staff contracts be longer than APUF funding timeline? Will the funding from APUF develop a new support or resource in your division that participants may continue to expect and/or rely upon after the end date of your project? It is important to consider these matters as part of your initiative completion and/or sustainability planning. The budget form includes “Confirmed” and “Unconfirmed/Anticipated” sources of funding. Please include how you plan to achieve sustainability in your application.