

100th Anniversary Fund Applicant Guide

About Memorial's 100th Anniversary in 2025

As we look back on Memorial's first century, we aspire towards an ever more innovative, responsive and inclusive future, as outlined in our strategic plan, [Transforming Our Horizons](#). Memorial University's 100th anniversary is a significant milestone for the university and the province, so we plan to celebrate, and reflect, in many ways by highlighting the historic and cultural relationship between Memorial and the province, while considering the future that we can achieve together.

About the Anniversary Fund/Fund's Purpose

The Anniversary Fund is offered as a means to support units across Memorial to celebrate and reflect on the 100th anniversary in ways that share the incredible breadth and remarkable range of this university.

The purpose of the fund is to support existing or planned events, initiatives or projects, as well as to assist organizers in creating new events, initiatives or projects that fit with the theme of the anniversary "Looking back. Launching forth." (More on the theme below).

Funding Amounts

The fund is offered in two streams:

Stream A: offers up to \$2,500 to support a broad range of events and activities. A total of \$50,000 will be allocated for this stream, supporting approximately 20 events/activities in total that fit with the anniversary theme and criteria noted below.

Stream B: offers up to \$10,000 to support projects with a clear tie to Memorial's academic mission. A total of \$100,000 has been allocated to this stream to support up to 10 projects that fit with the anniversary theme and criteria noted below.

(More information on assessment criteria for both streams A & B can be found below).

About the Anniversary Theme

All proposals should consider the concept of "Looking back. Launching forth" in their planning and implementation. This could include a literal interpretation of the phrase, including programming that looks back through the history of Memorial or considers where we are going into the future.

It could also consider the impact of Memorial upon our province (or the world) or vice versa. Proposals may also consider the concept as more symbolic or figurative, developing ideas that expand the theme into new and unexpected areas.

Types of Proposals

Proposals could include a wide range of activities, events and initiatives, but all should provide opportunities for engagement with a broad range of the groups that Memorial serves, including students, faculty, staff, retirees, alumni, friends, partners, organizations, communities and members of the public. Note: This funding is not intended for closed events or initiatives that have little opportunity for community involvement.

Some examples of activities and projects that may be included in the 100th anniversary year include events, exhibits, concerts, film production/screening events (or other media/documentary), post-research knowledge mobilization, symposia, collaborative creative projects, community-based events, events involving alumni and other champions and more.

Timelines

The 100th anniversary funding streams will open in March 2024, and close in June 2024 with an aim to notify all applicants by June 30.

All projects must be implemented in 2025-26, with a start date no earlier than January 2025 and be completed no later than May 30, 2026.

Project Eligibility

The 100th Anniversary Fund is for events and initiatives that fit with the broad theme noted above "Looking back. Launching forth."

The program does not support:

- Primary research activities requiring human subjects or Ethics review

Applicant Eligibility

For Stream A (up to \$2,500): Any Memorial full-time faculty member, full-time staff member (including postdoctoral positions) or full-time student may serve as principal applicant on the fund application.

For Stream B (up to 10,000): Any Memorial full-time faculty member, full-time staff member (including postdoctoral positions) or full-time PhD student may serve as principal applicant on the fund application.

For Both Streams

Applicants may be from any of Memorial's units or campuses.

Sessional or contract employees may apply for funding if the contract end date is no less than three months after the event/initiative completion date. This period will allow enough time for the brief final report submission.

Required Approvals/Sign-offs

A principal applicant from Memorial must be identified for all applications. All funds will be distributed to the Memorial principal applicant (or co-applicant’s) department or unit. A dean, department head and/or director of the principal applicant (or co-applicant) must approve the project via the below noted approvals processes, as well as an academic supervisor, in the case of student applicants. The academic supervisor agrees to supervise the student funded project if awarded. This ensures support for the event or project, project oversight, and a willingness to administer funds (for funds disbursement, invoice processing, etc.).

For Streams A and B: Project approval signatures required are as follows. (*Also see below regarding deadlines).

Eligible Applicant	Required Approvals-Stream A (\$2500)	Required Approvals-Stream B (\$10,000)
Faculty member, postdoc, or academic staff member	Department head	Department head and dean (or designate)
Administrative staff member	Administrative director or department head	Administrative director or department head
Student	Academic supervisor and department head (or director for Interdisciplinary PhD students only)	Academic supervisor, department head (or the director for Interdisciplinary PhD students only), and dean (or designate)

***Please note: Faculty and/or departmental deadlines may be earlier than those posted. It is recommended that you check with your unit or a Research Grants Facilitation Officer (if applicable) to confirm the internal deadlines for required sign-offs.**

Eligible Expenses

All types of expenses are considered eligible within the 100th Anniversary Fund guidelines, if they meet the following conditions:

- All expenses must be directly related to the funded project and a clear justification of expense categories must be made, with a breakdown of costs within each category, per the budget template located within the fund’s online application.
- Memorial faculty/staff salaries, wages or benefits are not eligible.

- Expenses must adhere to all relevant Memorial policies and procedures found online at <https://www.mun.ca/policy/browse/policies/>

Application Process

Applicants are invited to submit a brief project proposal via the application template located on [Survey Apply](#). The platform allows you to save your progress and return to your application if needed.

Adjudication

All eligible applications will be reviewed by a committee comprised of representatives from the 100th Anniversary Advisory Committee and others. The review committee will make recommendations to the vice-president (administration, finance and advancement) who approves the distribution of funds. Applicants can expect to receive notification within two to three weeks of the fund closing.

Assessment Criteria

All applications must meet the following criteria:

Streams A & B

- Alignment with the 100th anniversary theme “Looking Back: Launching Forth” (more information on the anniversary theme noted above).
- Evidence of benefit to target groups of Memorial’s 100th anniversary activities, including students, faculty, staff, retirees, alumni, friends, partners, organizations, communities or members of the public.
- A connection to at least one of the strategic themes contained within Memorial University’s strategic plan, [Transforming Our Horizons](#).
- Feasible budget and timeline for the scope of the project/event.
- Proposals may be strengthened (and additional credit given) when external partners are involved in planning or there is demonstrated opportunity for broad public participation in events and initiatives.

Additionally, for Stream B proposals:

- A clear connection to Memorial’s academic mission involving teaching and learning, research, scholarship, creative activity or public engagement.
*(*Please note that this fund does not support primary research that requires Ethics review; however, the fund does support activities linked with, or adjacent to, research including post-research knowledge mobilization initiatives).*

Notification and Acceptance

Upon receiving a notification of award, recipients must return the Terms of Award form to the Office of Public Engagement (OPE) which is providing assistance on the fund's administration, indicating their decision to accept the award. Acceptance of the award requires agreement with the terms and conditions (full terms listed below).

Fund Administration and Distribution

A non-research project account will be established in the department of the principal applicant (or an approved designated department) to administer funds and process project invoices, etc.

For Stream A: The full amount awarded will be issued upon receipt of the completed Terms of Award.

For Stream B: The first instalment (70 per cent of the amount awarded) will be issued to the principal applicant's department upon receipt of the completed Terms of Award. The final 30 per cent (the holdback) will be issued after project completion and the required reports (final report and final Yaffle project synopsis) are submitted.

Any unspent funds must be returned to OPE at the end of the project.

Reporting and Communications

All awardees will be required to produce a final project report no later than 30 days following project completion. Report templates are located on [Survey Apply](#) and must be completed there. Stream B awardees will also be required to submit their project information to [Yaffle](#), Memorial's on-line connecting tool.

Terms of Award

- Upon receiving a notification of award, recipients must complete and return a signed acknowledgment form (Terms of Award) to the Office of Public Engagement indicating their decision to accept the funding. Acceptance of the award requires agreement with the fund's terms and conditions.
- A non-research project account must be established in the department of the applicant.
- Successful applicants must agree to submit a brief final report on the project/event within 30 days of completion using the reporting template [Survey Apply](#).
- The 100th anniversary program reserves the right to publish all, or part of, the application, project report, or include information from the application or reports in other publications, website and through other media channels.
- Successful applicants must agree to notify the Office of Public Engagement in the event of substantive changes to the funded project. Failure to complete the project per original proposal may result in the termination of award funding.
- Successful applicants must agree to return any unspent funds.

- Projects, events or activities must be completed within the timeframe as indicated in the application and within the overall fund's terms (Projects must begin no earlier than January 2025, and must be completed by May 30, 2026).
- Successful applicants will take the necessary steps to advertise and promote their event/initiative to encourage broad participation and engagement.

Additionally, for Stream B:

- Upon acceptance of award, recipients must enter the project information into Yaffle, and provide a brief Yaffle summary at project completion.
- Recipients must accept that project funds will be allocated in two installments. Seventy per cent of the funding will be released upon the receipt of a signed Terms of Award form; the remaining 30 per cent (the holdback) will be released on completion of final project deliverables (Final Report and Yaffle Lay Summary).

For questions about administration of this fund, please contact engagement@mun.ca

Access to Information and Protection of Privacy

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the 100th Anniversary Fund. If you have any questions about the collection and use of this information, please contact engagement@mun.ca