



HAMILTON MATTERS FUND INFORMATION SHEET Engaging Social Sciences Students in the Hamilton Community

What is the Hamilton Matters Fund?

The *Hamilton Matters Fund* was created to offer students funding to participate in events and activities taking place in the City of Hamilton that allow students to do one or more of the following:

- Learn more about current issues in the city
- Think critically about how your experience in the Hamilton community can provide you with a new perspective on the topics you are learning in class
- Reflect on how what you learn through your degree can contribute positively to the City of Hamilton
- Network with professionals and community members in the City of Hamilton
- Expand your interests and experiences as related to possible future careers

What types of activities and funding are available?

- Students apply for opportunities pre-selected by the Experiential Education office. Funding will typically cover all or most of the cost of participation.
- Students can apply for and receive funding through the *Hamilton Matters Fund* more than once per academic year.

Who is eligible to apply for an opportunity through the Hamilton Matters Fund?

Activities offered through Experiential Education (EE) are available to undergraduate students who meet the main Eligibility Criteria listed on our website.

What is the application procedure?

Interested students simply submit a statement of interest to <u>Ruthanne Talbot</u> for each *Hamilton Matters Fund* application, including their name and student number.

How do I write a Statement of Interest?

This is different from a cover letter used to apply for a job. The statement of interest should focus on why/how this experience would be beneficial for you, should be typed (up to one page in length, single spaced) and written in the first person.

You should address the following questions when writing your statement:

- Why am I interested in this experience?
- What do I hope to learn through participating in this experience?
- What is the connection between the experience and my academic studies in Social Sciences and my career interests?

In order to apply, students MUST be available for the entire duration of the opportunity being applied to and will be required to show proof of attendance.

How do I receive funds?

Hamilton Matters Fund is a **reimbursement-based program**. That is, students are not awarded funds until they have provided receipts of expenditure and proof of attendance at the activity. Normally reimbursements take 3-4 weeks to process.

Withir	two weeks of completing the experience, students must submit the following:
	All original receipts
	Proof of attendance (eg., name tag, program, etc.)
	A two-page written reflection or blog post for the <u>EE Beyond the Books Blog</u>

Failure to complete the terms and conditions of the funding will make students ineligible for future opportunities through the *Hamilton Matters Fund* and may impact further participation in EE programming. Students who do not fulfil the terms and conditions of the funding will be asked to return any funding that has been released.

*NOTE: EE provides reimbursement for Hamilton Matters Fund activities. We do not reserve tickets/seats to events. Students who wish to participate in any Hamilton Matters Fund activity must register on their own. Students may register for an event prior to, or after applying for, funding (knowing that they may or may not receive funding).

Who do I contact for more information?

Ruthanne Talbot, Programming and Outreach Manager

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